

Meeting Minutes Week 02/01/17-02/08/17

Meeting: February 4, 2016 7:00-9:00 pm in Capstone lab

Team Meeting Discussion:

- ❖ Group assembled the distributor bar and began modeling attachment methods to assemble the harness subsystem
- ❖ Group organized continuation list for Home Depot
 - More guide-rail material (Look into cutting options for correct sizing of rails)
- ❖ Assigned weekly tasks for members to complete

Client Meeting Discussion:

- ❖ Client would like members installed on EZ-up structure to be more rigid than foldable
- ❖ Ease of movement experiment will be the most favored testing procedure. (Size of wheels)
- ❖ Avoid attaching word documents on wiki-links
- ❖ Dr. Winfree's Research organization on campus has found a local family with a child who meets the user requirements our project is designed for and would like to test the team's project. The team has been requested to build an extra gravity-harness to install in the family's home for possible further testing
- ❖ Gravity harness team requested to prototype sit-to-stand adjustment additions from basic prototyping materials such as rope and wood.
- ❖ Have other students/peers to review group's instructional manual for project to gain feedback.

Weekly Tasks 02/04/17-02/08/2017

Team Member	Tasks Assigned
Khaled	<ul style="list-style-type: none">• Update Sponsorship information for the team's website• Continue to make report edits and send to Hasan
Hasan	<ul style="list-style-type: none">• Go to Home Depot to get materials• Continue to monitor budget
Noah	<ul style="list-style-type: none">• Create abstract for project UGRAD's registration packet• Pick up extra parts needed to construct EZ-up shade• Communicate with client to determine meeting times for the rest of the semester
Eileen	<ul style="list-style-type: none">• Continue Construct gravity harness instruction manual• Submit the power point slides to bblearn
A.J.	<ul style="list-style-type: none">• Fill out Capstone registration packet for team.

	<ul style="list-style-type: none">• Submit meeting minutes by 2/08/2017
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Next Steps:

- ❖ Next team meeting at 3:30 pm 02/06/2017