MEETING MINUTES

# Topic: Hardware Review

## Tuesday, February 4, 2020

## 5:00pm – 5:30pm

**Minutes recorded by Jered**

**Meeting called by** **Cullen**

Attendees: Cullen, Jered, John, Jacob, Illen

Please bring: **Nothing**

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 5:00 pm – 5:15 pm | We began our meeting with a discussion of advancements in manufacturing. We found a man in the NAU machine shop that will manufacture our design and we just need to purchase stock. | EGR Room 112 |
| 5:15pm – 5:30pm | The team sent the 3D stl file to the maker lab so that we would have an item to show to Trevas during our next group meeting | EGR Room 112 |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Complete peer evaluations | All | 2/9 |  |
| Print the design so we have something to show to Trevas | Jered | 2/8 |  |
|  |  |  |  |

**Next formal meeting: 2/07/20, Room 98c, Machine Shop, at 12:3**

**0pm.**