

MEETING MINUTES

Topic: TA/Staff Meeting

Date: 1/31/2019

Time: 9:40 - 10:00 A.M. & 10:25-10:40

Location: Eng Rm 120

Minutes recorded by: Laken Yargus

Meeting called by: Brandon Begay

Attendees: Stephanie Yazzie

Zach Morrison

Dillon Edlund

Table 1. Record of meeting.

Time	Description	Location
9:40 - 9:45	Brandon and Stephanie spoke about Stephanie's research findings for the project. Major takeaways were sources explaining force vs. displacement graphs and properties of springs.	Egr Rm 102
9:45 - 9:50	Brandon and Dillon spoke about Dillon's research findings for the project. Major takeaways were sources explaining plasticity and how it is solved using finite element analysis.	Egr Rm 102
9:50 - 9:55	Brandon and Zach spoke about Zach's research findings for the project. Major takeaways were sources explaining internal friction of an object after static friction is overcome and data collection.	Egr Rm 102
9:55 - 10:00	Brandon and Laken spoke about Laken's research findings for the project. Major takeaways were sources explaining static friction and friction coefficients of different materials.	Egr Rm 102

10:25 - 10:40	Dr. Willy spoke to the team about data collection/data acquisition systems and economical options for implementing them in the project. Meeting was concluded by realizing the necessity of knowing what materials will be used.	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Research on springs	Stephanie	2/7	
Research on plasticity	Dillon	2/7	
Research on force measurement & data collection	Zach	2/7	
Research on friction & materials	Laken	2/7	

Next formal meeting: Meeting with client 2/1/2019 at 1:30 PM, as well as either 2/4 or 2/5 at 12:00 PM