

MEETING MINUTES

Topic: Staff Mtg - References

Date: January 24, 2019

Time: 10:35-10:50

Location: EGR 120

Minutes recorded by: Stephanie

Meeting called by: David Willy

Attendees: Zach, Laken, Stephanie, Brandon Begay,

Table 1. Record of meeting.

Time	Description	Location
10:35	<p>Zach – discussed resources and his machine design textbook (spring chapter). Outside research regarding tension and compression. David – recommended → look for references with plasticity properties</p> <p>Laken – Mech. Of materials textbook → stress/strain behavior David – recommended → (Advanced materials in Plasticity) textbook</p> <p>Stephanie – Materials Science textbook, article (force superposition method) David → look to citation of the article and seek other recommended resources</p>	EGR room 120
10:45	<p>Gantt Chart – generate a chart to use at future staff meetings and the project duration</p> <p>Logbooks – not required but strongly recommended</p>	EGR room 120
10:50	<p>David Willy made recommendations regarding future meetings and</p> <p>** New member to the group: Dillon Edlund</p> <p>** GTA meeting scheduled with Brandon on Tuesday 1/29 at 10:50am</p>	EGR room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
GTA meeting - Research 1 article per person	Stephanie, Laken, Zach, Dillon	1/29	
Edit and submit Team Charter	Stephanie, Laken, Zach, Dillon	1/27	

Next formal meeting: 1/29/19