

# MEETING MINUTES

**Date: 9/6/2019**

**Time: 9:00 - 10:00 A.M**

**Location: Bld 98C - Machine Shop**

## **Topic: Scheduling**

**Minutes recorded by: Chishell Mercado**

**Meeting called by: Gilbert Mendoza**

**Attendees:**

**Chishell Mercado**

**Gilbert Mendoza**

**Josh Gizzi**

**Hassan Alqallaf**

**Logan Beaschler**

**Table 1. Record of meeting.**

<b>Time</b>	<b>Description</b>	<b>Location</b>
<b>9:00 - 9:10</b>	All group members discussed ideas to turn the elliptical into another machine that can generate power. Rowing machine, calf workout, crankshaft.	98C -104
<b>9:10 - 9:30</b>	Group members started looking into each design to see what will work best. We got some research done. And	98C -104
<b>9:30 - 9:50</b>	Everyone traded schedules to see when the best possible time is to meet and discuss about the progress and future works. Created a schedule of what our group wanted to accomplish given a time period.	98C -104
<b>9:50 - 10:00</b>	Talk about what each person needs to do for next week. Leader gave task for everyone to accomplish.	98C -104

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Research on Crankshaft designs	Chrishell	9/13	
Research on Calf workout designs	Gilbert	9/13	
Research on Rowing Machine design	Hassan	9/13	
Research on Generator, battery	Josh	9/13	
Research on Displays	Logan	9/13	

**Next formal meeting: Sep**