

MEETING MINUTES

Date: 10/18/2019

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

Location: Bld 98C - Machine Shop

Topic: Scheduling

Minutes recorded by: Chrishell Mercado

Meeting called by: Gilbert Mendoza

Attendees:

Chrishell Mercado

Gilbert Mendoza

Josh Gizzi

Hassan Alqallaf

Logan Beaschler

Table 1. Record of meeting.

Time	Description	Location
9:00 - 9:30	We got to the building and started manufacturing the parts that we needed. Chrishell built the plate for the foot pedal. Gilbert got the materials together to build his seat design.	98C -104
9:30 - 9:40	Josh help build the foot pedals and helped cut the steel rods that will be used in some of the supports. We grinded some of the burrs off the metals so that it would be smooth. Hassan talked about where he will be mounting the pillow block bearings	98C -104
9:40 - 9:50	Inspected if the parts we made to ensure that they fit within the plastic foot pedal that we already had. We then realized that some of the holes were not drill on properly. Had to re drill some of the holes.	98C -104
9:50 - 10:00	Talked about what we had to accomplish for next two weeks to stay in track of our schedule. The parts that we ordered should come by next week and we can mount most of it by then.	98C -104

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Make adjustment to the design based on difficulties of this weeks manufacturing.	Chrishell	11/1	
Put together the seat	Gilbert	11/1	
Design Cad for shaft and flywheel design	Hassan	11/1	
Test generator and battery	Josh	11/1	
Code	Logan	11/1	

Next formal meeting: November 1, Progress meeting