

MEETING MINUTES

Date: 11/1/2019

Time: 9:00 - 11:00 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 - 9:10	We talked about what needs to be done today. We need to finish cutting the square bars, drilling the holes on the mounting plate for the bearing blocks.	98C -104
9:10 - 10:00	We separated and started manufacturing the parts.	98C -104
9:40 - 9:50	Once finished making the parts, we tested if they would fit within the parts that we have already bought.	98C -104
9:50 - 10:00	Talked about what we had to accomplish for next two weeks to stay in track of our schedule. More 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
Manufacture parts for next week	Chrishell	11/1	
Put together the seat	Gilbert	11/1	
Calculate for load on the shaft	Hassan	11/1	
Test generator and battery	Josh	11/1	
Code	Logan	11/1	

Next formal meeting: November 1, Progress meeting