

# MEETING MINUTES

**Date: 11/22/2019**

**Time: 9:00 - 12:00 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.**

<b>Time</b>	<b>Description</b>	<b>Location</b>
<b>9:00 - 9:10</b>	The group talked about the gross of the flywheel and shaft along with the progress of the linear motion. Talked about what each person needs to accomplish today, and we went to work.	98C -104
<b>9:10 - 11:30</b>	Worked on the linear motion rails, flywheel, and pillow block bearings. We mounted those parts together so that the motion will be complete.	98C -104
<b>11:30 - 11:45</b>	Talked about the poster and how its going to be filled among the group. Gilbert wants to do the operations manual. The group suggested what he should add to it.	98C -104
<b>11:45 - 12:00</b>	We accomplished putting together the machine. All that is left to do is to meet up on reading week to enclose the machine.	98C -104

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Help with poster and final report	Chrishell	11/1	
Help with poster, final report and operations manual	Gilbert	11/1	
Help with poster and final report	Hassan	11/1	
Help with poster and final report	Josh	11/1	
Code, Help with poster and final report	Logan	11/1	

**Next formal meeting: November 1, Progress meeting**