

Time: 2 PM

Date: February 1, 2019

Subject: Team Meeting/Staff Meeting

Present: Amy, Angelo, Alivia, Nahar Hamad, Abdul

Recorded by: Amy

Discuss: Progress, Action Items, Concerns

Plan for going to competition:

- Comp. Is in Indiana March 3, register by Feb. 14
- 1st week (next week): All 20 middle steps done
- 2nd week: 1st 5 steps (or more)- Amy, Angelo, Alivia
Last 5 steps (or more)- Abdul, Hamad, Nahar
- Final week: Connect and test for reliability

Concerns:

- Shipping concerns... maybe use columns instead of 4x4
- Maybe utilize velcro

Action items:

- Alivia: look into shipping requirements:
 - Know how/when to ship
 - Email Andrea (Purdue) about shipping
- Make a to-do list for competition (turn on batt., etc.)
- Nahar: go & apply for \$3000 from ASNAU *FILE ASAP*
- Amy: message Nahar about steps 14-15 description with sketch for reference

Next meeting: 2/8 at 2PM in 98c