

MEETING MINUTES

Topic: ME 476C – General Team Meeting

Monday, March 4, 2019

Time: 2:20-3:20

Invited Members: Chadrick Jennings, Nicholas Norris, Michael Mabas, Noah Wick

2:20-2:30	Discuss goals and intentions for Gore meeting <ul style="list-style-type: none">- Questions for Gore Tolerances set by device specs? Target values from device specs? Prepare Agendas for Gore meetings?	EGR Rm 323
2:30-2:40	Discuss Progress on Project <ul style="list-style-type: none">-Materials samples ordered-Website coming along well-Rough CAD model done-Refine CAD, aim for better model after spring break-Start ordering materials after samples arrive and are tested	EGR Rm 323
2:40-3:00	Begin work on presentation <ul style="list-style-type: none">-Nicholas: intro, budget; Noah: func decomp, schedule; Chad: Full concepts; Seth: full concepts-Decision matrices for each concept	EGR Rm 323
3:00-3:20	Remaining Minutes <p>Suggestions:</p> <ul style="list-style-type: none">-Start your work earlier-Read your work more than once to make sure its coherent-Take initiative and find work if you need more to do-Take the lead on your section to get it done on time-Communicate your needs-Manage your time and work load to finish before last minute: After 10-10:30 on due date is late to finish work other than final editing and clean up-Never say never: there are usually multiple solutions to any problem	EGR Rm 323

Upcoming requirements:

1. Presentation
2. Website Check
3. Peer Review