

# MEETING MINUTES

Topic: Break Accomplishment Meeting

**Wednesday, January 17, 2018**

**6:00pm-7:10pm**

**Minutes recorded by Riley DeHeer**

**Meeting called by Trevas**

**Attendees: All members**

**Table 1. Record of meeting.**

<p><b>6:00pm-6:45pm</b> 1/17/18</p>	<p><b>Break Accomplishments</b> <span style="float: right;"><b>Madison</b></span></p> <ul style="list-style-type: none"> <li>• Madison- worked with Arduino and advanced load cell</li> <li>• Riley- inside the box plan and box completion</li> <li>• Kyle- inside the box plan and V-track built</li> <li>• Ali- step plan and fishing rod step</li> <li>• Faisel- step plan and water wheel step</li> <li>• Still need nice pallets</li> </ul>	<p>Engineering Building Rm 120</p>
<p><b>6:45pm-7:00pm</b> 1/17/18</p>	<p><b>Completed Steps</b> <span style="float: right;"><b>Trevas</b></span></p> <ul style="list-style-type: none"> <li>• Reiterate previous section for faculty advisor</li> <li>• Motor shield necessary</li> <li>• Potential modification</li> </ul>	<p>Engineering Building Rm 120</p>
<p><b>7:00pm-7:10pm</b> 1/17/18</p>	<p><b>Finalization</b> <span style="float: right;"><b>Riley</b></span></p> <ul style="list-style-type: none"> <li>• Assign tasks for the next meeting</li> <li>• Set next meeting time</li> <li>• Last minute updates if any</li> </ul>	<p>Engineering Building Rm 120</p>

**Table 2. Tasks Assigned.**

Task	Person Assigned	Due Date	Date Complete
Complete fishing rod step	Ali	1/24/18	1/24/18
Water wheel manufacturing	Faisel	1/24/18	1/24/18

Inside the box (swivel door) step plan and manufacturing	Kyle	1/24/18	1/24/18
Button for electromagnet and load cell completion	Madison	1/24/18	1/24/18
Inside the box (accordion door) step plan and manufacture	Riley	1/24/18	1/24/18

**Next formal meeting:  
Friday, January 19, 2018 – Riley’s house – 11:00am**