

# MEETING MINUTES

Topic: Build Progress

Wednesday, January 31, 2018  
6:30pm-6:55pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: Ali, Faisal, Kyle, Riley, Trevas

Table 1. Record of meeting.

<p><b>6:30pm-6:55pm</b> 1/31/18</p>	<p><b>Build Progress</b></p> <ul style="list-style-type: none"> <li>• Permanent build location set up-Riley's Garage             <ul style="list-style-type: none"> <li>○ Format laid out</li> </ul> </li> <li>• Leg step-completed             <ul style="list-style-type: none"> <li>○ Comical and effective</li> </ul> </li> <li>• Water wheel-main holder and rotator complete             <ul style="list-style-type: none"> <li>○ Finalize tipping method</li> </ul> </li> <li>• Swivel door-in progress             <ul style="list-style-type: none"> <li>○ Tracks cut-assembly required</li> </ul> </li> <li>• Arduino cereal pour-in progress             <ul style="list-style-type: none"> <li>○ DC motor switch</li> </ul> </li> <li>• Accordion box-in progress             <ul style="list-style-type: none"> <li>○ Door modified, next step coming</li> </ul> </li> <li>• Working on transportation and outside funding</li> </ul>	<p><b>Riley</b></p> <p>Engineering Building Rm 120</p>
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Mount fishing pole step and work on another step	Ali	2/5/18	2/5/18
Improve water wheel design, Trivago accommodation estimates	Faisal	2/5/18	2/5/18
Build and mount swivel door	Kyle	2/5/18	2/5/18
DC motor installation	Madison	2/5/18	2/5/18
Check on outside sponsorship, transportation, accordion box	Riley	2/5/18	2/5/18