

MEETING MINUTES

Topic: Informational Client Meeting/Analysis Approval

Wednesday, October 11, 2017

5:30pm-6:10pm

Minutes recorded by Riley

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

<p>5:30pm-5:40pm 10/11/17</p>	<p>Update Trevas</p> <ul style="list-style-type: none"> • Nationals <ul style="list-style-type: none"> ○ 4/21-4/22 ○ In Chicago at museum of science and industry • Approval for other cereal companies <ul style="list-style-type: none"> ○ Need to get in contact with companies for sponsorship and approval • Ardwinio Elegoo Mega kit? • Contact ASNAU for funding <ul style="list-style-type: none"> ○ Potential train for \$134/ticket • Registration <ul style="list-style-type: none"> ○ Should open up next week for national comp. 	<p>DuBois Center RM 011</p>
<p>5:40pm-5:45pm 10/11/17</p>	<p>Website Kyle</p> <ul style="list-style-type: none"> • Who to talk to in order to aid in website design <ul style="list-style-type: none"> ○ Call and they should direct ○ Mirror Rube Goldberg website 	<p>DuBois Center RM 011</p>
<p>5:45pm-6:00pm 10/11/17</p>	<p>Individual Analysis Madison</p> <ul style="list-style-type: none"> • Present individual analysis for approval <ul style="list-style-type: none"> ○ Madison- Fluid flow in a pipe/tube ○ Riley- Pouring cereal analysis with variant brands ○ Kyle- Milk pour device ○ Ali- Rotational cereal and magnetized gripper ○ Faisel- Air powered boat step analysis • Approved by Trevas 	<p>DuBois Center RM 011</p>
<p>6:00pm-6:10pm 10/11/17</p>	<p>Finalization Riley</p> <ul style="list-style-type: none"> • Assign tasks for next meeting • Set next meeting time • Last minute updates if any 	<p>DuBois Center RM 011</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Individual analysis, peer evals (due 10/13), 6 step chain of steps completed (drawing)	All	10/13/17	10/13/17
Elegoo mega kit and upload rule book	Riley	10/13/17	10/11/17
Call other cereal companies and talk to about sponsorship	Kyle & Ali	10/18/17	10/16/17
Look into website development	Kyle	10/13/17	10/13/17
Keep an eye on registration, register, and build step	Madison	TBD	TBC
Transportation research	Faisel	10/16/17	10/16/17

**Next formal meeting:
Monday, October 16, 2017 – Engineering Building RM 112 (CPU Lab) – 12:30pm**