MEETING MINUTES

Topic: Built Steps and Base Design

Wednesday, November 29, 2017

6:00pm-6:25pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

6:00pm-6:10pm 11/29/17	Using a modified box base design	DuBois Center RM 011
6:10pm-6:20pm 11/29/17	 Made Steps Completed milk will be used Use water for testing purposes with same carton Completed funnel board Fan and boat analysis complete Arduino code modified to operate light on one switch Now include a motor Could look into larger motors and motor shield Keep working on more individual steps until we have a base ready 	DuBois Center RM 011
6:20pm-6:25pm 11/29/17	Plan for next meeting Assign tasks for the next meeting Set next meeting time Last minute updates if any	DuBois Center RM 011

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Upload any ideas, designs and built steps to team drive	All	TBC	
Continue work on individual steps	All	TBC	
Get a form for PO from office for materials quote	Faisel	12/3/17	12/3/17

Next formal meeting: Sunday, December 3, 2017 – Home Depot – 9:00am