

# MEETING MINUTES

Topic: Materials Preview

**Sunday, December 3, 2017**

**9:00am-10:00am**

**Minutes recorded by Riley DeHeer**

**Meeting called by Riley**

**Attendees: All members**

**Table 1. Record of meeting.**

<p><b>9:00am-9:30am</b> 12/3/17</p>	<p><b>Main Boxes</b> <span style="float: right;"><b>Riley</b></span></p> <ul style="list-style-type: none"> <li>• ½ inch sheet wood: \$25 per sheet             <ul style="list-style-type: none"> <li>○ Compressed plywood too much</li> <li>○ MDF Panel wood looks nice and easy to decorate</li> </ul> </li> <li>• Support materials: \$3 per 8ft             <ul style="list-style-type: none"> <li>○ 2 inch by 4 inch would reduce visibility</li> <li>○ 1.5 by 2.5 would be a sturdy compromise</li> </ul> </li> </ul>	<p>Home Depot</p>
<p><b>9:30am-9:50am</b> 12/3/17</p>	<p><b>Hardware</b> <span style="float: right;"><b>Kyle</b></span></p> <ul style="list-style-type: none"> <li>• Simple stainless hinges for doors: \$3</li> <li>• Flat top 1.25 inch screws for fasteners: \$6</li> <li>• Simple latch that can be modified to be pulled open: \$3</li> </ul>	<p>Home Depot</p>
<p><b>9:50am-10:00am</b> 12/3/17</p>	<p><b>Plan for next meeting</b> <span style="float: right;"><b>Faisel</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>Home Depot</p>

**Table 2. Tasks Assigned.**

Task	Person Assigned	Due Date	Date Complete
CAD Models and BOM sections	All	12/8/17	12/7/17
Final report updates	All	12/11/17	12/11/17

**Next formal meeting:**

**Saturday, December 9, 2017 – Clubhouse B – 11:00**