

First Day of Spring Semester

1/22/23 Meeting Agenda

PURCHASE ORDERS

Mechanical Team

- Need to review all drawings to be sent out to shop
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Arduino Team

- Purchase Orders need to be revised and complete
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Power Team

- Purchase Orders need to be revised and complete
- Anna McKay will be joining you
 - Leading design of power board layout and creation
 - Most experience and skill in this field
- Prototype board needs to be fully fleshed out and operational
 - This cant be put together haphazardly

Purchase Orders

- Need to be reviewed and corrected
- We need to order less of items in bulk
- These POs need to be ready for Professor Wey by the end of the day

Mechanical Drawings

- Must be ready for shop, including team review
- All drawings must have a drawing number before being issued
- Need to talk to Marv about drawings
- Must be able to deliver drawings in the proper file format for the shop
- We need to include notes about materials for fabrication

Near term objectives

- Everyone needs to update/formulate near term goals
- Everyone must put a goal for the next two weeks on a document

- We need to coordinate/brainstorm these goals all together first day

Gantt chart

- We have a gantt chart in google drive while we will use this semester for organizing tasks and ensuring everyone can do what they need to based on other's work
- Add two week goa tasks to gantt chart so we can set out reasonable timeframes for them
- We can also begin adding more tasks we know we will have to tackle eventually