

## **Meeting Minutes 03/05/14**

**Members Absent :** Drew Jeffrey (Slacker)

### Progress Report

User Manual - Rob

Made edits to the draft according to comments. Draft needed to be reviewed.

Maintenance Manual (Pack Assembly) - Ben Drake

Has started the manual.

Maintenance Manual (Software) - Naing and Constantine

Has started the manual. Still need to finish the maintenance plan.

ATP - Drew Jeffrey

Has finished 80% of the work. Needs more research to finish the rest.

Calibration Memo- Ben R. and Drew

Has not begun.

Motor proposal - Jake

Effectively completed. Needs to run simulations and present the materials.

Hardware Purchasing - Rob

Purchased most of the required parts. Got the aluminum parts.

Software Demo - Naing and Constantine

Have finished testing the communication interface. Needs a few more days to finish the whole demo.

Software System Design Document - Naing and Constantine

Use Case Document finished. Needs to finish the software system design.

LCD and spare parts - BenR and Rob -

make decision to buy parts based on budget available

### Tasks

Jake - Motor Simulations and presentation

Ben drake - Maintenance manual, drawings, researching for parts, wire outings

Naing and Constatine - Maintenance plan, Software Demo, Software System Design Document

Drew - ATP , Calibration Memo

Ben R. - calibration Memo

Rob - Purchase Orders, Organize papers of past purchases, Work out budget, prepare a presentable version for the team