

# LAFAYETTE

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# COLLEGE

*Electric Formula SAE 2019-20*

Easton, Pennsylvania 18042-1775

## **FSAE Electric Formula Car Meeting Minutes – 3:10, AEC 429, September 9, 2019**

Scribe: Jordyn Brosemer

Attendees: Leah, Simone, Connor, Clement, Alicia, Zhengxie, Tiger, Austin, Dwayne, Phil, Maureen, Tim, Jordyn, Jon, Zach, Dan, Carl, Noah, Gabe, Monserrat, Nick, Michael, Luc, Cat, Jack, Prof. Nadovich, Prof. Helm, Prof. Sajadian

- We need to elect project managers who are responsible for everything
- (2 from each group) - Dwayne suggests
- Dwayne needs to speak a little bit
  - Dan is nominated - later backs out
  - Jordyn is nominated
  - Jon holds off
- **System Engineers** are people who are also responsible completely entirely 100% unless
  - Jon and Connor are nominated
  - Nick Steele nominates himself, Cat nominates herself (Both later retract nomination)
- Finance Officers: People taking account of the budget as well as purchasing things that people need
  - Maureen and Monserrat nominated themselves
- Prof Helm asks why we need 2 people from each group to oversee
- Dwayne suggests that he sees as one PM ECE should talk between the ME's and ECE's
- Dan Becker claims that it is redundant to have a middle man
- Prof. Nadovich says why do we divide between ECE and ME we are one team, perhaps Software Tsar and Hardware Guru.
- Prof Helm is trying to make suggestions without dictating anything, he suggests that 1-2 people is enough for both and that having a big group is going to be too much.
  - Someone who is going to primarily be in the friday meetings and the two of them can work together and each of them have their right hand person (the systems engineer) who works with them makes a lot of sense.
  - Every year when the car actually goes well there is 2 people 1 PM and 1 SE
- Need to have someone who is in charge of buying stuff (Finance Officer)
- Someone should be able to make it so that everyone knows what they need to do every time they come to the lab

- Inventory
  - Zach nominates himself to do inventory, and suggests that each position's responsibilities are listed
  - Cat also nominates herself for inventory
  - We need to keep track of what we already have, during lab Zach would like to go through ME & ECE lab and start writing down everything that we actually have.
  - Phil nominates himself for inventory
- Website Managers:
  - Alicia, Leah nominate themselves
- Safety Officer:
  - Nadovich: "there needs to be a lot of safety officers because one needs to present when the battery packs are opened"
  - Carl, Clement, Tim nominate themselves for safety officers
  - Safety officers are designated in competition
- Project Manager is supposed to stand up and say this is where we are, and needs to make sure people know what the status of the project is, don't make technical decisions, don't tell people what to do
- Nadovich:
  - "For this to truly become a team, the systems engineer needs to have a single mental model"
  - PM needs to keep people accountable and what everyone should and needs to be doing
- Helm: "Just because these people are specified for this team, does not mean that inventory person gets things for you, it is your job to go where they are kept and see if we have enough to populate the boards when they come in."
  - "Inventory people are the one's who you need to go to for project level questions"
  - "These are not roles that you spend your entire time on in this project, these are governance level roles that will help everything be finished."
- Nadovich: "Everyone is responsible for finding out what parts they need the Finance people need to be the ones to take it to the Professor and order these things together so we don't place multiple orders in one day. We want to aggregate things"
  - **COMPILE ORDERS**
- Prof Helm tells story about expensive plastic
- Nadovich:
  - "The proposed budget should be an estimate of what you think everything will cost, not a list of things you purchased."
- Helm:
  - "If you're spending something a really good budgeter, you should be able to estimate within plus or minus 10%"
  - "If I'm budgeting I will add about 40% because it's easier in the end."
- Nadovich:
  - "The important thing about budget as opposed to the schedule is that you already know dates that need to be complete"

- “Start thinking about overshoot times in order to actually complete things on time consider that factor of pi”
- Helm suggests we should not be scared of the professors
- Nadovich: “We should make a pack prototype before we make the packs.