

MEETING MINUTES

CAPSTONE MEETING

Date: March 13

Time: Did not meet over spring break

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan

OLD BUSINESS

- Completed trip to Proton Power to tour the facility, ask questions, and learn about the customer.
- Researching into the conceptual design phase and what is involved with this process.
- Conceptual design document has been created.
- An overview block diagram draft has been assembled.

NEW BUSINESS

- Continuing research on EV testing
- Following leads of possible in-house testing solutions (Formula team, Vehicle engineering department)
- Confirm shall statements (constraints) with the customer group.
- Revising the project proposal when available
- Assign and assemble sub-systems for the conceptual design.
- Write the conceptual design draft to be turned in on Friday, March 8.

MEMBER UPDATES

- Dylan: Started forming an overview block diagram for the conceptual design draft and emailed customers with a list of constraints for verification.
- Andrew: Researched past conceptual designs/drafts for important information.
- Branson: Started forming subsystem/overview block diagrams for the conceptual design.
- Aaron: Researched past conceptual designs and creating Gantt charts.
- Ethan: Looked into conceptual design rubric for important points.
- Jonathan: got into contact with professors with information that could be helpful for the project, and aided in assembling shall statements to email the customer group.

ACTION ITEMS

- Dylan: keep working on the overview block diagram for the conceptual design draft and review feedback from the customer group when they respond.
- Andrew: work on assembling the constraints/shall statements and the subsystems descriptions for the conceptual design draft.
- Branson: keep working on the subsystem block diagrams and the subsystem descriptions for the conceptual design.
- Aaron: Research into creating a timeline for the conceptual design document and build a Gantt chart for it.
- Ethan: Continue work on the conceptual design, specifically the ethics and bigger picture of the project.
- Jonathan: work on assembling the constraints/shall statements for the conceptual design draft and follow through with the leads for an in-house bike testing option

NEXT MEETING

Next meeting will be held on March 18th @ 3:00pm

Motion made to not meet over spring break, carry over last weeks business to the week after spring break and motion passed unanimously.