

# Team Meeting

**Date:** 10/15/22

**Time:** 6:00 PM

**Location:** CKB 320

<b>Meeting called by:</b>	Michael	<b>Type of meeting:</b>	In-person
<b>Facilitator:</b>	Michael	<b>Note taker:</b>	Winona
<b>Timekeeper:</b>	Winona		
<b>Attendees:</b>	Michael, Winona		
<b>Please read:</b>	10/10 Action Items		
<b>Please bring:</b>	N/A		

## Minutes

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<b>Agenda item:</b>	Finalize presentation equipment categories and distribution of task assignment. Discuss plans to begin working on Google Slides presentation.	<b>Presenter:</b>	Michael
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### Discussion:

We discussed the ideal equipment categorical split in order to best suit our group of four. We discussed what equipment is typically used in FRC (global high school level robotics competition) and worked backwards in this way to create three generalized equipment groups which in addition to an introduction and conclusion can be split up amongst us relatively evenly. We finally discussed plans to begin our Google Slides presentation.

### Conclusions:

Tooling categories have been finalized: A. & S. Manufacturing, Electronics, Miscellaneous Equipment. Group members have been assigned to presentation sections as follows: Introduction/Conclusion - Winona, Additive & Subtractive Manufacturing - Michael, Electronics - Syed, Miscellaneous Equipment - Donaldo.

Action items	Person responsible	Deadline
✓ Investigate equipment categories and prepare for next week's sub-category discussion	Michael, Syed, Donaldo	10/22/22
✓ Investigate NJIT's motivation in developing its Makerspace. Can we model our lab with inspiration from NJIT?	Winona	10/22/22
✓ Create slide outlines	Michael, Winona, Syed, Donaldo	10/22/22

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## Other Information

### Resources:

Google Slides link shared in Discord

### Special notes:

Thursday schedule 10/22: no class - Please prepare for team meeting regardless