

Meeting Notes 4-5-24

This Week:

- Not much progress was made, and there was barely any research from each team
- Teams need to be interacting more, everyone decide on team leads
 - team leads need to set up an agenda for their teams each week and bring it to the weekly meetings

Meeting:

- Narrowed down the type of bike so that teams can focus in on their part research
- Naked electric bike
 - we can build off of this later on if time allows
 - Challenge ourselves to build a street bike that can reach 80mph
- **Electrical:**
 - Julie is decided as team lead
- **Software:**
 - Leo is decided as team lead
- **Mechanisms:**
 - Keith is decided as team lead
- **Logistics:**
 - AJ is decided as team lead
 - Looking into about how long certain design phases will last so a better schedule can be made
- **Safety**
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- **Structures:**
 - Trace and Madi co-leading
- **Financial:**
 - Madi and Elijah
 - Created a spreadsheet for cost analysis and are waiting on research from teams

Next Week:

- **Each team must prepare a PowerPoint presentation each week of their progress and what they plan for the next week**
- Team leads will present PowerPoints at each meeting, and questions/comments will be open to everyone after each presentation
- A better schedule will be put in place soon and a Gantt chart will be posted for everyone to view each team's progress and current projects
- Next week **the meeting will be held in person**
 - meetings will be in person until we are able to separate into groups and work comfortably within each team; until then, with the amount of people we have, the meetings need to be in person
- Team leads need to think about how they will structure their teams and how they will divide tasks amongst their teams

- larger teams such as electrical may have to split up into smaller groups, then have a separate meeting to combine notes and slides
- Each team should come to the meeting next week with some research and prices on components they will need
 - make sure to have several prices and information about the components so a cost analysis can be made by the financial team