

3-29-2024

Overview:

This week we discussed necessary tasks for us to start the project. We decided that the overall project was to design and manufacture an electric street bike. In order to move forward so that all teams can begin their own work/objectives, we need to research how to design the bike, components needed for each team, and create a budget so that we can begin designing. Since it will take some time to collect research from all teams, finance (Madi and Elijah) will have through next week to create the budget sheet. All teams should aim to have their research in by this Friday. All teams should also be deciding on team leads.

Week Objectives:

- Research design and take note of needed/important components
- Finance team create a budget sheet this week or next week based off research from all teams
- Create a draft schedule of deadlines we want to hit
- Decide on team leads

Research (all teams):

- All teams must research what they will need to design the bike
- Not every single needed component must be listed, since there will be a lot of trial and error, however teams should at least aim to list the most common components that are needed.
- The best way to do this is by researching multiple different designs for electric street bikes and then finding the needed base components.
- Try to start and finish research early, teams should look into each component they list and make sure they are budget friendly
 - If not, then note each expensive part and try to find a budget-friendly alternative or bring it up at weekly meeting
- Make a neat list to help make finance team's job easier

Budgeting (Finance):

- Create a budget sheet for the overall project/design

- Separate components by category so that it will be easy to view for each team
- As we progress, the finance team can research where to find cheaper parts and communicate with teams to ensure they're functional

Schedule (all teams):

- Not everyone has to participate, but if you have ideas to create a schedule and overall goals, then a group meeting needs to be held separate from the weekly meeting
- Most ideal time to manufacture/use the machine shop is in late summer – mid-fall
 - A base schedule (subject to change) should be made around this time constraint
- Schedule is needed to provide a sense of urgency to all teams, so at least one person from each team should participate in making the schedule

Team Leads (all teams):

- Each team should decide on a team lead
- If team only has two people, it is not very important unless extra people want to join later
- Try to keep it to where one person is not the lead of more than one team
 - Team leads should be focused on not only achieving team goals, but advising their team on how to accomplish weekly goals and move forward with their objectives. This is why it is best to not lead more than one team.
- All teams should come to a decision this Friday and then confirm leads at the weekly meeting
- N.B. team leads are subject to change, especially with everyone's classes changing in the summer