T13Hide Meeting Minutes

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| **Location:** ACEB2435 | **Date:** 2021-09-13 | 2:00pm – 3:30pm |

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| **Present** | <Elijah> Samuel, Melissa, Russell, Nikhil, Jason |
| **Regrets** |  |
| **Absent** |  |

# Agenda

* *Take team attendance*
* *Discuss work completed over previous week*
* *Split up iteration report sections*
* *Work in iteration report*
* *Debrief*

## Report on Open Action Items

* Further progress made on final CAD prototype: roof attached and gutters implemented. Next steps central pillar and sound wall.
* Materials were all received except for metal wires, can begin work on prototype bird cup construction.

## Current Business

* Attendance was taken
* Onshape model updates shown to entire group for approval, agreed to proceed with the design.
* Began working on the iteration report using the template provided in Teams.
* Received feedback for meeting minutes and project plan report. KEY TAKEAWAYS: Make sure text is not cut off by exhibits, highlight changes on exhibits when they are not clear through comparison, be careful with Excel changes (1 – 10 🡪 1 – Jan ).
* Safwat provided feedback: Check for rain in the area to prevent overflow of gutters, try to make walk through of the hide.
* Near Completed Iteration Report

## Next Scheduled Meeting

* Next scheduled meeting will be during the next studio session.
* Samuel Reed will chair the meeting.

# Action Items

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| --- | --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Continue OnShape Model | Elijah, Samuel | Mar 17 | Mar 25 | In Progress |
| Begin Planning One Minute Pitch | Melissa, Jason | Mar 17 | Mar 25 | In Progress |
| Continue Work on Interior Floor Plan | Nikhil, Russell | Mar 17 | Mar 25 | In Progress |

*Note: Entries should stay in the table until completed. Copy incomplete action items from the previous Minutes.*