Meeting Time: 11am at the College of Engineering, Room A207

Attendance: Matt, Dani, Tico, Gabe, Derek

1. **Select a member to take and distribute notes during each meeting.**

Tico, email to ask about minutes being on website.

1. **Review policies for confirming attendance of weekly meeting.**

Contract says to email everyone-

Going to use outlook calendar meeting events

Required to hit accept or decline if you’re going.

1. **Discuss phase leader restrictions for future phases.**

Can’t repeat phase leaders

1. Define – IE (Ends Oct 20th)

2. Measure – IE (Ends in 1st Semester)

1-2 in fall, 3-5 in Spring

3. Analyze – ME or EE, dependent

4. Implement - ME

5. Control - EE

Summary on IE bb.

Need all 7 members to decide it, just thinking about it.

Oct 20 – 1st Report (Needs Analysis and Specifications)

Planned prototype needed. Bill of parts also.

Dec 1 – 2nd Report

**\*\*Order what we need before semester ends\*\***

1. **Questions/comments/concerns from each member.**

This is likely going to be semi-autonomous.

1. **Schedule meeting with Dr. Okoli**.
   1. Does Friday at 3:30pm work?

Yes. Alternative, Friday after 11. If worse comes to worse, we’ll figure out a time that at least 1 IE, 1 ME, and 1 EE can make.

This time is the only time we have available.

* 1. His scheduling person was not in her office last Friday (9/18).

We are going to use doodle to figure out our best available times for us 7, Derek will create it, send the address to us, click the hours we’re available, and we’ll know it. Need to be done before Okoli. Let’s get this done ASAP.

1. **Discuss website design and website leader.**

Derek will lead. (Used to work for website company).

1. **Learn more about last year’s project by browsing old websites.**
   1. These websites should be included in this meeting’s minutes.

COE website -> ME department -> Senior Design -> Previous Designs -> Palm Harvester

http://eng.fsu.edu/me/senior\_design/2015/team30/

1. **Discuss first steps in starting projects.**
   1. HPMI access.
      1. No information from Frank Allen yet (contacted on 9/17).
         1. We’re going to have to tell Okoli
         2. We want to look at it to see what we’re working with
            1. If we have to schedule a time everytime to use this, this will be impossible, more time going through procedure than actually working on the project.
            2. Can we move this somewhere else?

Put it in some ones house

Somewhere in the e school maybe?

1. **First report due 10/20/15.**
   1. Includes House of Quality.
      1. Specifications given by Dr. Okoli.

We can’t do this until we talk to Okoli, bottom line.

We will look for any information that we can find.

1. **Risk assessment due by 10/20/15.**
   1. Many risks involved with this project.

Look at the previous reports

**Notes on design:**

* Maybe use the tree as leverage to help with weight distribution
* Stuck with Aluminum because it’s in our budget and light

**Assignments for next meeting:**

* Read define report of last year, link: <http://eng.fsu.edu/me/senior_design/2015/team30/>
  + If the requirements haven’t changed, we should use a lot of it to save time
* Read all reports on the website
* Look at presentation as well
* Everyone add notes to the Risk Assessment to then complete it by Sunday. Completely wrapped up. Leaving the Define report for the remaining time.
* Research as much as humanly possible
  + Brainstorm
* Do the doodle schedule thing ASAP
* Outlook Calendar
* Getting official schedule time for Okoli