**Meeting Minutes – Week of 09/24 - Team 11**

**Planning Meeting 09/24 8:00am-9:00am**

Attendance: Myles (5 min late), Dan, Parker, Ricardo(15 mins late), Jason(20 mins late), Matt(15 mins late)

Duration:30 mins

1. Budget cut
   1. Less or no funding coming from Florida Space Grant
   2. Emergency meeting with Clark
   3. Need to be more aggressive looking for sponsors, push ME/EE depts. for money
      1. Budget will be developed this week to include in sponsorship proposals
2. New Frame
   1. Design Weight: 27.5 lbs with drive train, no batteries
   2. Build prototype this week (wood)
   3. Approx material cost $112 for aluminum
   4. Need to determine new leg width
3. New Motors
   1. Cost: ~$8650 for 8 motors (2 spares) with no educational discount (-40%)
4. 3G Update
   1. 1 month plan, 3GB data for $60
   2. No 4G prepaid plans
   3. EE’s will ask Dr. Harvey about Arduino board
5. Arm/Claw ideas
   1. 4-bar for claw?
   2. Parker will built prototype for his pulley arm/claw idea
   3. We have materials (motors/actuators/ball-screw) to test out “dual axis idea”, will mock up next week

**Tasks Established for Week**

* Prototype new fram
* Develop rough project schedule and Gantt chart
* Assign new Asana tasks

**Staff Meeting (Dr. Frank) 09/24 3:00-3:30pm**

Attendance: All

Duration: 20 mins

1. Pressing Issues
   1. Overweight of old design, need new frame
   2. Funding issues
      1. Possible funding from EE dept
      2. Consider cost as an important design parameter
2. Technical issues
   1. 3G Connectivity
      1. Hotspot allowed? We will ask competition organizers
   2. Processor
      1. Current hardware is functional but does not simple
      2. We will focus on getting the same or better functionality out of the robot with fewer components and a more simple configuration
      3. Need to decide if current processor will be used ASAP, choosing a different processor could cause delays and should be considered

**Working Meeting 09/26 5:30pm-8:30pm**

Attendance: All

Duration:~2.5 hrs

1. Motors
   1. ON/OFF and speed control working. No encoders
   2. Next step is to get a single motor working with the Buehler Clock
2. Frame Prototype
   1. Prototype frame built out of wood
3. Funding
   1. Still no word on Space Grant money, Dr. Clark will follow up early next week
4. Meeting with Dr. Clark Monday
   1. Dan will update team with time and place
5. Team members need to start uploading documents to Google Docs

**Working Meeting 09/27 6:30pm**

0˚

φ

Attendance: All

Duration: ~1hr

θ

1. Buehler Clock Calculations for leg motion
   1. θ=60˚, φ=300˚
   2. Velocity in θ region is 1/5 that of φ region
   3. In terms of encoder ticks: 150˚=10417 ticks,210˚=14584 ticks, 360˚=25000 ticks
2. Established a rough budget to send to possible sponsors (~45 mins)

**Staff Meeting (Dr. Amin) 09/27 3:00-3:30pm**

Attendance: All

Duration: 15 mins

1. Forward all meeting minutes to Dr. Amin
2. Try to include EEs in future staff meeting as they will be more critical
3. Perform a “function analysis” of the project to help divide tasks
4. Funding
   1. Possible supplementary funding from ME dept
   2. Dan is to send an email to Dr. Amin detailing funding issues