**Meeting Minutes – Week of 10/1 - Team 11**

**Planning Meeting 10/1 8:00am-9:00am**

Attendance: Myles, Dan, Parker, Jason (20 mins late), Matt (10 mins late)

Duration:30 mins

1. Budget
   1. Meeting planned with Misumi for 7pm Wednesday
   2. Preliminary Budget for Sponsors
      1. Will be worked on/finalized Wednesday
      2. Still need cost estimate of additional electrical components from Ricardo
2. Network Connection Requirements
   1. Hotspots and USB adapters officially allowed for competition
3. Meeting With Dr. Clark
   1. 3pm today (Monday)
4. Arm/Claw ideas
   1. Will continue building prototypes this week
   2. With establish weighting criteria for arm design evaluation Wednesday
5. Letter of intent should be submitted this week

**Staff Meeting (Dr. Clark and Dr. Roberts) 10/1 3:00-3:30pm**

Attendance: All

Duration: 30 mins

1. Decoder on XRL
   1. Look at control scheme for ideas
2. Dan should consult Dr. Clark to ensure proper motors have been selected
3. Communications aspect of project is area of greatest concern
   1. We need to get network control going ASAP
4. Dr. Clark does not think it is necessary to develop a dynamic model of the hexapod, it would be too time consuming and not useful
5. Jason Newton is person of contact to help Myles and Parker build new carbon fiber legs
6. Suggests that we prepare a visual aid for future meetings to help convey ideas/designs/work completed
7. Dr. Clark also suggests that we keep a lab notebook, in addition to meeting minutes, to specifically keep track of technical information

**Working Meeting 10/3 6:30pm-7:30pm**

Attendance: All

1. Bi-Weekly Report completed for meeting with Dr. Amin
2. Established criteria for arm design evaluation
3. Finalized the budget
4. Misum meeting Wednesday, 7pm (B135?)

**Staff Meeting (Dr. Amin and Dr. Shih) 10/4 5:00pm-5:20pm**

Attendance: All

1. Progress on concept phase?
   1. Done with concept selection for method of propulsion
   2. Have come up with several concept for the robotic arm and will evaluate them and select on through prototyping and our established criteria
   3. EEs will need to decide on camera type(basic camera with manual networking or network camera) and choice of communication platform
2. Funding issues
   1. ME department may be able to help with funding, points of contact or Dr. Collins and Dr. Clark
   2. We need a contingency plan in case we cannot compete
      1. Make sure current contingency plan of performing a mock run of the competition with current platform is OK with Dr. Clark
   3. Dr. Amin would like to meet with Dr. Clark to discuss budget issues, Dan will set up meeting
3. New meeting time will be 5:40-6:00 to accommodate EE students