Meeting Time: 10am at the College of Engineering, Room A207

Schedule:

10am–1pm: Work

1pm–2pm: Lunch

2pm–6pm: Work

1. Review schedule
2. Design update
	1. Check renderings
	2. Plan beginning of next phase
3. Finish poster
4. Divide report tasks
5. Begin writing additional report section
	1. Add to existing sections (e.g. business analysis)
6. Website update
	1. robots.txt
7. Questions/comments/concerns from members

Questions for Margaret

1. Move Define Phase Gantt and Network Flow diagram to end of report?
	1. May be put in Apendix
2. Are photos required for the website? Some members have privacy concerns.
	1. Ask Okoli
3. Move most Define Phase items to appendix or leave in place?
	1. May be put in Apendix

**Assignments for this week:**

Design Team:

1. Gabe + Pat
	1. FEM
	2. Finish 3D model
	3. Gabe: write thing for poster
	4. Bill of Materials
2. Tico + Derek
	1. Get prices on electrical components
	2. MultiSim circuit drawings

Report & Presentation Team:

1. Dani + Enrique + Matthew: (split among self)
	1. 1st 🡪 Send in poster draft by tomorrow (11/16)
	2. Remove all reference to drawings (just going with Renderings)
	3. Update WBS with new tasks
		1. Off of Deliverables
	4. Update Deliverables
		1. Remove CAD Drawings
	5. Update RAM
	6. Update any remaining graphs
2. Dani + Enrique = update a **good** Business Analysis
3. Matthew: Update Network Flow Diagram

**Meeting:**

 Tico + Enrique + Matthew + Dani + Derek at 2:30pm on Wednesday

 Objective: Determine what needs to be changed in Define Report and divide work

**Known changes for Report**

Intro

Add to scope: We only deal with going up the tree, cutting fruit, and going down

Measuring the Baseline Performance

 Three parts

4.3

Business Analysis

 For the part we said “once a design is selected”

Network Diagram’s dates will need to be updated - Matt

Detail in ordering parts and suppliers

Diagrams will need to be updated

 HOQ

 RAM

 WBS

 SWOT

 Risk Matrix

 S-Curve

Budget

Summary

Milestones

**Layout for Presentation:**

1. Introduce ourselves, current Phase leader - about a minute
	1. Sponsor
	2. Goal
2. Talk about Long Pole Pruner - 1.5 minutes
	1. Force of saw
		1. Problems with this
3. Talk about using 2012s tree climber but that its unfeasible - bout 3 minutes
	1. Problems with 2012
4. Talk about out Design - 10 minutes
	1. How it works
	2. - 4-5 minutes mechanically

- 2-3 minutes electrically

* 1. How it fixes the problems from last year’s group -2 minutes
1. Budget - 1.5 minutes
2. Safety - 2minutes
3. Questions

