

## Meeting Minutes 2

**Date:** September 23rd, 2024

**Time:** 11:30 am

**Location:** First Floor Lobby of Allen Sustainable Building

**Project:** ADDS

**Subject:** Finish Project Proposal

**Team:** Team 1

**Attendance:** James Lee: Present  
Jeremy Kwok: Present  
Aditi Raghavan: Present  
Fela Olaniyan: Present  
Grayson Peters: Present

The purpose of this meeting was to check-in on the progress towards completing the project proposal by September 25th.

The following items summarize the discussion:

### 1. Today's Discussion

- a. Discussed a total parts list
- b. Divided up parts based on subassemblies
- c. James: Head
- d. Jeremy: Box
- e. Aditi: Body
- f. Fela: Propellers
- g. Grayson: Legs
- h. Discussed part difficulties and project difficulty

### 2. Time Constraints and Time Management

- a. Finish project proposal by September 25th
- b. Review project proposal before submitting on September 27th
- c. Aim to begin CAD sketches of parts the first week of October

### 3. Action Items

- a. Determine part difficulty
- b. Brainstorm ideas for our motivation behind the project
- c. New team name

### 4. Next Meeting

Scheduled for: September 25th, 2024 at 11:30 am

Place: First Floor Lobby of Allen Sustainable Building

**5. Approval of Minutes (Initials)**

- a. **James Lee:** JL
- b. **Jeremy Kwok:** JK
- c. **Aditi Raghavan:** AR
- d. **Fela Olaniyan:** FO
- e. **Grayson Peters:** GP