

Meeting Minutes 6

Date: November 4th, 2024

Time: 11:30 am

Location: First Floor Lobby of Allen Sustainable Building

Project: RoboBuzz

Subject: Assembly

Team: Team 1

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

The purpose of this meeting is to combine all subassemblies into one major assembly and to discuss progress on part drawings.

The following items summarize the discussion:

1. Today's Discussion

- a. Assembly won't quite fit
- b. Fix dimensioning issues between legs and the body
- c. Fix dimensioning issues between box and legs
- d. Redesigning claw connection between box and legs

2. Time Constraints and Time Management

- a. Finish part drawings by Thanksgiving break
- b. Finish overall assembly by November 11th
- c. Finish assembly drawings by Thanksgiving break

3. Action Items

- a. Finish any CAD that needs fixing
- b. Assembly
- c. Part and Assembly drawings
- d. Begin rendering once full assembly is created

4. Next Meeting

Scheduled for: December 2nd, 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