

## Minutes

3/18/13

- Jake :
  - List of things we can do for Imagine RIT to make our table more interesting
  - Talk to WELLIN this week about programs for the DAQ
  - Talk to CCH: we still need a power source for the DAQ and pipe holders. And extra wire for the PTs.
- Kyle:
  - Continue work on the technical paper
  - Try to talk to Bonzo hard man to find
  - Update model to reflect the new dual end shaft, motor and encoder.
  - Service instructions manual
    - Components don't need to be checked frequently, except for the PTs that needs calibrations every 2 years or so.
    - Say something along the lines of "In the event of a failure, here's a list of all the companies and part numbers"
- Anushka:
  - Continue to update the BoM
  - Minutes added to SVN
  - Make a list of issues you've had with purchasing.
  - Double check PT calibration methods.
  - Update on purchases:
    - Anaheim arrived today
      - Received the motor and gear box. They fit perfectly to the mounts.
      - Waiting on the encoder still- should arrive next week.
    - Misumi should arrive on the 19<sup>th</sup>.
      - Linear glides
    - Swagelok delivers on Tuesdays
      - The needle valve should be in either next week or the following.
- Brian:
  - Update schedule to reflect actual progress
  - Add assembly and troubleshooting to schedule
  - Work on technical paper.
- Mitch:
  - Updated procedural
  - Updated edge to reflect the motor we ended up going with (no longer IP65 rating)
  - Requirements traceability- link between test and engineering requirements.
    - This has been added to the test plan spreadsheet.
- Also, don't forget to submit the **peer review** before the end of the week.