

Bi-Weekly Staff Meeting

Date:	10/02/2014
Team Number:	6
Team Leader:	Thomas Silva
Webmaster:	Joel Manahan
Other Teammates:	Matthew McHugh, Travis Jarboe
Sponsor & Advisors:	Alexander York, Dr. Shih

1. Project Title: Stow-Away Pool Table

2. Project Objectives: Significantly improve last year's project to make the product more appealing to the consumer. Table will stow by turning 90 degrees around its longitudinal axis, as opposed to last year's design. The ergonomics will be improved functionally and aesthetically. Slate will be used. The mechatronic system will level the table promptly.

3. What was accomplished the last two weeks on individual tasks? (Please include representative data and supporting documents.)

Travis documented the following: We have two sponsors for this project: Alex York and the FSU/FAMU College of Engineering. Alex informed us that the process of making a purchase with the money he is providing is a fairly quick and easy process. He has approved the use of a business debit card for the team to use in order to make purchases quickly. For any purchases over \$200, we will contact Alex for approval and additional feedback on the item we are purchasing. Records of every purchase will be kept in both hard and soft copy form in order to reference for budget analysis. We need to obtain more information on the process required in order to make a purchase with the COE funded money. Our sponsor, Dr. Devine, informed us that we have a \$5,000 budget provided by the COE. In order to make a purchase with the COE funded money, it must be done with a COE approved vender and the purchase must be reviewed by our advisor, Dr. Shih. We anticipate the process of making a purchase with the COE funds to take anywhere from a couple of days to a couple of weeks so any time sensitive orders will be done with the funds provided by Alex.

The group prepared the workshop with work stations, cleaning supplies, and refreshments to serve as a comfortable, clean, and safe place to work.

Thomas organized and printed previous documentation to be easily accessed physically at the workshop. In addition to that, all documents submitted for Senior Design last year were gathered and uploaded to our Dropbox shared folder for easy access.

Matthew reviewed document called "construction of the table" and documented sources for different components. A preliminary table is attached to this document.

Joel Manahan this past week reviewed the former design and thought of some improvements. He desires some feedback on some initial drawings before continuing in that line of thinking.

Further, he improved the State Diagram for the operation of the motors, assuming the new ideas are to be approved.

4. Summary of problems encountered and actions taken (and by whom):

We will communicate with our sponsors and the school sooner so that we can take action before these meetings. Our schedules were a little off, so we have decided to dedicate times other than the Tuesdays and Thursdays to get together.

5. Work planned for the next period and the person(s) responsible:

The team will get together to narrow down the components that Matthew is looking to source, which will be documented once more information is obtained. This will be a continuation of the task assigned last time.

An email was sent to Dr. Shih on Tuesday (10/2/14) asking for information about the process of getting a purchase approved by our sponsor from the COE. Dr. Shih is expected to respond sooner, or else we will try and visit him during his office hours to get information about the process. Steps for this process and copies of the necessary forms will be uploaded onto Dropbox as they become available.

Joel will put together a document with pros and cons of different options for powering the system, microprocessors, and leveling mechanisms. This requires communicating with York to document the problems encountered last year, and find out the reasons behind the suggested changes.

Thomas will 3D model different options for the lifting/swiveling mechanism, as they get suggested in our team meeting this weekend.

7. Open comments/suggestions: