



Meeting Minutes

Wednesday, October 22nd at 12:00pm

ENC 2407

Attendees:

Dr. Dekker – Advisor
William Krichman – Chairman

Derek Lura – Honorary Member
Kathleen Boland – Secretary

General Meetings are held *weekly on Wednesdays* 12-1 pm in ENC 2407. Currently, we are planning to have two tours, a general body meeting, and a BBQ before finals. Derek just posted some events on the Google calendar and William might be able to have Passport access after all. Diego won't be able to make it to the meeting due to lab conflicts.

Activities

1. Robotics Club: The Robotics team for ASME Mars Rocks usually meets on *Mondays* at 5pm on the *second floor of the Fishbowl in the Electrical Engineering labs* to develop and design the robot. The team consists of four official team members while the rest are supporters. Jose will get a list of materials from them so that we know which companies we will need to contact for parts. Currently, the Robotics team wants \$1000 dollars, and we'll see if this is necessary and if the budget allots for the proposed expenditures. The Robotics Team will help write the proposal. We need an idea of what producers to solicit and idea of where to get them. They are currently working on the CAD Design.
2. Tour of Mosaic Riverview Facility (*Saturday, Nov 8th 9:00a.m-12:00 pm*) —Riverview, Fl FWCS joint with the Society Manufacturing of Engineers (SME).
3. Tampa Brass and Aluminum Tours (*Friday, November 7th*): Due to limited space, this tour will be later in the semester when many people will be busy with Thanksgiving and other such plans. Ideally, around ten people can comfortably enjoy the tour. Contacts will be sent to William. Advertising the Tampa Brass and Aluminum would be good for the Manufacturing Process class and perhaps Machine Design.
4. End of the term event: (*Wednesday, December 3rd*): This will be a BBQ.
5. January Tour of National Gypsum Facility – Gibsonton, Fl: Tour of UPS. More in is TBA.

6. Old Guard Competition and Robotics Student competition: Funding group of people most interested, such as the Capstone groups. Some more information concerning this event needs to be addressed and explained.
7. Another ASME joint FWCS event: Regional competition at USF that deals with robotics and there's also a robotic soccer tournament (a.k.a. Robo Cup). Matt Montgomery will advertise for them to bring students and William is going to organize the room for the regional competition.

Action Items

1. Tampa Brass & Aluminum tour time must be set up with the contact, Paul.
2. Members: Kathleen will send out an email to let members know how to register for the National ASME membership. Dr. Dekker found a member interested in joining the National ASME, so this must be done as soon as possible. Also, Kathleen will make a bulletin to post on the ASME website, similar to post for Foundations of Engineering class.
3. Solicitation: Jose and Diego and the Robotics team will write the proposal together, as Diego should have access to the budget. Elizabeth will write up a template for soliciting companies. This template will then be modified for each company and we will either send emails or mail using special ASME letterheads and envelopes Derek can provide. Kathleen will make a flyer with Elizabeth. So everyone needs to bring a list of companies that will be divided amongst everyone so that each person can do a little customization to the letter.
4. Plan another fundraising event. Currently, the budget is around \$800 and some more money is coming from the Activities and Services (ANS) next week.
5. Plan a general body meeting with a speaker to talk about leadership, career, resume, attire, ethics, or internship. Jose knows an airplane company that may interest our members to the meetings, but more details about the general meeting needs to be discussed soon. Or use a speaker from the Marshall Center.
6. Sign up the Robotics Team into ASME so that they can participate in the regional events.
7. Jose, Diego, and a member of the robotics team must write the proposal letter to receive funding from companies and sponsors.
8. Kathleen will make the Gmail invitation for Mosaic tour along with Matt's email address and the registration service link once it is posted on the FWCS website or an email invite is sent out.
9. T-shirts: The shirt will be a one color scheme ("USF" green shirt with yellow lettering) and the logo will be modified. Sizes that will be ordered are: 40 x-large, 40 large and 30 medium. ASME t-shirts: Sean made contact with T-Formation Shirt Company and it would cost an additional \$15 per logo to set up the logo for the first time. And it would cost \$15 plus \$0.50 extra per shirt on sleeve. Hopefully we can get Hydraforce to advertise on the shirts. Perhaps we will give sponsoring companies a free t-shirt for their donations.

10. We can set up demonstrations of the Electrathon, frames, posters, and handouts by the Fishbowl. The Electrathon is really attractive and is very attractive to sponsors and members. Also, William wants to work on this project and start putting the car together.
11. Electrathon: On Friday, William, Kathleen and Derek will work on the car at Derek's lab at 11 pm. The times and dates for the regional events at the Electrathon can be found on is www.electrathonamerica.org
12. Sean and Jose will write the monthly report on Friday.
13. James will post and check the security of the website.
14. It was suggested that we should have our classes listed and posted on the group calendar so that we can determine our meeting time gaps more efficiently and thus have more productive meetings.
15. Discuss who would be interested in volunteering our help to the Lomax Elementary students as mentors for their robotics Lego design. More information is in Derek's email. If anyone has the time to help them, it's a great thing to do.
16. Everyone can contribute ideas for a benefit, tour, or perhaps any contacts from companies that they would like to see come and be speakers at our meetings.

Agenda for the next meeting:

- A Robotics member representative will bring CAD drawings next meeting. We will get a better idea of which companies we need to contact for the parts.
- Fundraising: Engineering firms need to be contacted for sponsorship. Everyone must bring in a list of companies to solicit for Mars Rocks! And other competitions and events.
- Robotics: William will organize the room for the regional competition for ASME robotics and Jose will keep us informed about the Robotics Club.
- Shirts: Find a company with good pricing for the shirts and finalize the logo for the member and officer shirts.
- Ideas: As it is our goal to increase active membership, raise money, and enjoy ASME activities, we need new and creative ideas for activities and action items.
- Fulfill the action items in a timely manner.

Meeting was adjourned at 15:52 pm by William. The next Officer Meeting will be on *Wednesday, October 29th*, 12-1 pm at ENC 2407.

Minutes submitted by:

Kathleen Boland – Secretary