

# EDT Captains Meeting Minutes

Date & Time: February 4, 2020, 5:00pm

Location: Kaiser 2020/2030 (Tesla & Volta Room)

## I. Introductions and Attendance – Wilson

- Note that Wilson will be moving on from his EDTC position at the end of April and are currently looking for a replacement

## II. Guest Speaker (5:05pm – 5:15pm)

- Bruce Marchfelder
  - Storyteller and have featured a couple of UBC teams
  - Please update the Google Sheet for external contact regarding digital signage
  - [https://docs.google.com/spreadsheets/d/1CCbLSZYOUg\\_M\\_hl4jXg1vDg\\_HkKpV09t1Jb7St1owSY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CCbLSZYOUg_M_hl4jXg1vDg_HkKpV09t1Jb7St1owSY/edit?usp=sharing)

## III. Safety – Richard (5:15 – 5:20pm)

- PPE can be picked up
  - 5 more teams need to pick up their PPE
- EDC teams' new garbage disposal
  - Metal waste needs to go in red bin between CEME and Rusty Hut
  - EDC staging areas have black square bins that can be rotated for garbage use
  - Round bins will remain in the bay and be used for metal waste
  - Respect your surroundings and be a good citizen by throwing out your garbage
- Security
  - Laptop has been stolen from EDC
  - ESC had a hole punched in the wall from perpetrator
  - Many other buildings on campus have been broken into recently
  - Thieves own angle grinders and they can cut away easy materials
  - Ensure laptop is encrypted in the instance if it is stolen
- EDT Safety Course 2019/20
  - UBC IT deleted a network drive and course was unavailable over the winter break
  - It has been recovered and is back up and running
- Transition Knowledge
  - Impart good wisdom on general safety and good practices
  - Do not want bad practices and past incidents to occur

## IV. Engineering Design Team Adjudication – Minoli (5:20pm – 5:35pm)

- Discussion has moved to within Dean's Office
  - Will be tied in with Strategic Plan
  - Will keep everyone updated once information is more info is released
- Knowledge transfer

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- Feel free to book time with Minoli to talk about the human side of team issues
- Also talk to Minoli in one on one such that design team admin related knowledge is captured before seniors have graduated
- Highly advised to create a transition document for incoming leaders

## V. Coordinator Updates – Wilson (5:35pm – 6:15pm)

- Reminder on ongoing roster update for EDC, CHBE, LMRS access
- Slack and Email List Confirmation
- EDC 211 3D Printer
  - New MakerBot Replicator 2X donated by (**Gabriel – AeroDesign**)
  - New system of using the 3D printers
  - Please refer to PPT slide attached in the email
  - More info will be rolled out on Slack once physical printer has been installed
    - Bluetooth lockouts will be used to give access
    - SOP will be written
    - There will be a trial period to test this new method
    - Reps will be appointed for each team who want access
- Usage of EDT Fund
  - Rocket and Mars Colony Flammables Cabinet (**Garnet – Mars Colony**) (\$826)  
<https://www.globalindustrial.ca/p/storage/flammable-osh-cabinets/flammable/flammable-liquid-cabinet-with-manual-close-double-door-30-gallon>

Chris (Formula E): Is the safety fund gone?

Wilson (EDTC): Yes.

Garnet (Mars Colony): Will probably be less than that (hoping for a discount).

Hubert (Rocket): We believe there should be a barrier between flammables and people

Collin (Formula): Is it a sustainable size?

Garnet (Mars Colony): Didn't consider, but it is a sustainable size yes.

*Approve: 8*

*Against: 2*

*Abstain: 17*

- Motion passed capital will be purchased

- Bluetooth lock for donated FDM printer (**Wilson – EDTC**) (\$84.38)

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<https://www.amazon.ca/Master-Lock-Padlock-Bluetooth-4401DLH/dp/B01A65T96E?th=1>

Approve: 26

Abstain: 2

Against: 0

- Motion passed capital will be purchased

- Discussion about EDC 211 and its upkeep
  - How should we deal with missing tools as there are many incomplete/missing sets?  
Mars Colony: Could we chain down the tools?  
Sailbot: Is there a lock?  
Wilson: It's in a locked room, but around 500 people have access  
Thunderbikes: Could we just get another lock for the cabinet?  
Wilson: Yes  
Formula E: We don't like replacing things that keep getting stolen.  
Thunderbikes: Can we classify tools, and then put all the expensive things inside a drawer and lock that?  
Formula E: We think for smaller items, teams should just have their own.  
Wilson: Do you want me to look at more options?  
Everybody: yes.  
Formula: Maybe could we appoint someone to be in the room? Check on it weekly?  
Wilson: There are talks about it but ultimately it is up to Richard and the funding available.
  - Should we currently buy and replace the items? Should we add more tools?
    - New SLA printer + Bluetooth lock (**Reese – Formula Electric**)
      - Form 3 or Form 3L (\$3499 or \$9999)
      - Form 2 - recommended from IGEN (\$2850)  
<https://formlabs.com/store/form-3/>
      - PPT attached in email
      - Motion has been set aside at the moment and waiting to see how effective the new FDM printer system will work
    - Tools for EDC Machine Shop (**Thunderbikes**)
      - 1 x Metric Hex Set (\$109.99)  
[https://www.amazon.ca/PARK-TOOL-PTH-1-2-HEX-WRENCH/dp/B003FPONCI/ref=asc\\_df\\_B003FPONCI/?tag=googleshopc0c-20&linkCode=df0&hvadid=292980735072&hvpos=&hvnetw=](https://www.amazon.ca/PARK-TOOL-PTH-1-2-HEX-WRENCH/dp/B003FPONCI/ref=asc_df_B003FPONCI/?tag=googleshopc0c-20&linkCode=df0&hvadid=292980735072&hvpos=&hvnetw=)

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- 1 x Torx Set (\$73.95)  
<https://365cycles.com/products/parktool-ph-t1-2-p-handle-torx-compatible-driver-set-with-holder>
  - 1 x 1/4" Ratchet (\$149.99)  
[https://www.amazon.ca/Park-Tool-Ratcheting-Torque-Wrench/dp/B0029LKYOU/ref=asc\\_df\\_B0029LKYOU/?tag=googleshopc0c-20&linkCode=df0&hvadid=292957457985&hvpos=1o2&hvnetw=g&hvrand=5936026805046127434&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9001561&hvtargid=pla-562603825816&psc=1](https://www.amazon.ca/Park-Tool-Ratcheting-Torque-Wrench/dp/B0029LKYOU/ref=asc_df_B0029LKYOU/?tag=googleshopc0c-20&linkCode=df0&hvadid=292957457985&hvpos=1o2&hvnetw=g&hvrand=5936026805046127434&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=9001561&hvtargid=pla-562603825816&psc=1)
  - 2 x Metric/Imperial Measuring Tape (\$18.99)  
[https://www.amazon.ca/DuraDrive-25-Foot-1-06-Inch-Imperial-Measure/dp/B07PMFPNQ7/ref=mp\\_s\\_a\\_1\\_4?keywords=metric%2Fimperial+measuring+tape&qid=1580237065&sr=8-4](https://www.amazon.ca/DuraDrive-25-Foot-1-06-Inch-Imperial-Measure/dp/B07PMFPNQ7/ref=mp_s_a_1_4?keywords=metric%2Fimperial+measuring+tape&qid=1580237065&sr=8-4)
  - 1 x Calipers (\$25.31)  
[https://www.amazon.ca/GlowGeek-Electronic-Fractions-Conversion-Stainless/dp/B073QJLVTZ/ref=mp\\_s\\_a\\_1\\_6?keywords=calipers&qid=1580237253&smid=A1ZRXBRSZRR8MX&sr=8-6](https://www.amazon.ca/GlowGeek-Electronic-Fractions-Conversion-Stainless/dp/B073QJLVTZ/ref=mp_s_a_1_6?keywords=calipers&qid=1580237253&smid=A1ZRXBRSZRR8MX&sr=8-6)
- Everybody: We are ok with this in theory and would like things to be cheaper.  
Wilson: Will circulate a sheet, put things on it and then we will email vote.
- Wilson will send out more info regarding this in a separate email to circulate around with timelines determined

## VI. Call for External Search for Space – Tbikes (6:15pm – 6:20pm)

- Look at PPT slide for more info
- Please loop in Wilson, Minoli and other members on EDTAC on this issue as Dean's office is also involved with this effort
- Reminder that teams do not have signing authority so please don't sign or give money on your team's behalf

## VII. Supporter Appreciation Night - Wilson (6:20pm-6:30pm)

- March 11<sup>th</sup>
- Method of compiling supporters
- Show method of distribution (Qualtrics)

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- Will send out a detailed floor plan once sign up period has ended
- Refer to Wilson if there are any questions

## VIII. Feedback (6:30pm – 6:40pm)

- Sponsorship Info Night
  - Generally a good idea with good format
  - Would like to be more structured
- Design Team Mixer
  - Enjoyed the structure of the night
  - Some issues with some tables that has more people than others
  - Great to hear comments and feedback from other teams
  - Great for teams to have future support
  - Should have one in October for incoming teams
  - Felt like a mentorship opportunity for younger teams
  - Nametags would be great in the future
- EDTC Support
  - More guidance on sponsorship (ex. Industry connections, etc.)

## IX. Questions, Concerns, and Comments

- There are concerns that UBC is revoking Altium licenses
  - Cannot move from Altium platform to another due to legacy files
  - Essential with design process for Electrical engineers
- EUS Design Team Engagement Award nomination close this Friday
  - Can nominate more than one person but only one person can be picked/team
- Career Fair will occur on Wednesday and Thursday in Life Science Atrium
  - 2 people/team are invited to come to the VIP dinner (need a Qualtrics registration in advance)