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
     o Storyteller and have featured a couple of UBC teams
     o Please update the Google Sheet for external contact regarding digital signage
     o https://docs.google.com/spreadsheets/d/1CCbLSZYg_M_hl4jXg1vDg_HkKpV09t1Jb7St1owSY/edit?usp=sharing

III. Safety – Richard (5:15 – 5:20pm)
   • PPE can be picked up
     o 5 more teams need to pick up their PPE
   • EDC teams’ new garbage disposal
     o Metal waste needs to go in red bin between CEME and Rusty Hut
     o EDC staging areas have black square bins that can be rotated for garbage use
     o Round bins will remain in the bay and be used for metal waste
     o Respect your surroundings and be a good citizen by throwing out your garbage
   • Security
     o Laptop has been stolen from EDC
     o ESC had a hole punched in the wall from perpetrator
     o Many other buildings on campus have been broken into recently
     o Thieves own angle grinders and they can cut away easy materials
     o Ensure laptop is encrypted in the instance if it is stolen
   • EDT Safety Course 2019/20
     o UBC IT deleted a network drive and course was unavailable over the winter break
     o It has been recovered and is back up and running
   • Transition Knowledge
     o Impart good wisdom on general safety and good practices
     o 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
     o Will be tied in with Strategic Plan
     o 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)

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
  o 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.
  o 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)
      • 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=
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- 1 x Torx Set ($73.95)
- 1 x ¼” 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&hvpos=&hvnetw=g&hvrand=5936026805046127434&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
- 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

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 11th
  - 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)