

# EDT Captains Meeting Minutes

Date & Time: March 30, 2020, 12:00pm

Location: Zoom

<https://ubc.zoom.us/j/644390297>

## I. Introductions and Attendance – Wilson

- Sign in link  
<https://forms.gle/DJwF28HgrjMwXhTWA>



## II. Coordinator Updates – Wilson

- Facilities
  - Campus is closed except for essential services
  - Access may be revoked in some buildings
  - Teams need to help reduce risk of thefts
    - Close blinds
    - Ensure all doors and windows are closed after them
    - Lock all cabinets and or chain down bigger items
- ECE shipping open
  - May have reduced hours please call ahead
- Competitions/Conferences
  - highly recommend not to attend any events that require physical gatherings
- PAF Funding cycle
  - Rule remain the same
  - Email [paf@apsc.ubc.ca](mailto:paf@apsc.ubc.ca) to confirm final report
- Giving Day
  - Cancelled until the fall TBD
- Slack Channel
  - Please have same account and have new leadership update the name
  - For new members added please add your associated team and position beside your name
- Transition document reminder for all design team leadership
  - Have a document that includes the team role's responsibilities, tasks, timeline associated with it and be available for any questions that the incoming leadership may have

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- Reminder that the items passed in last meeting's EDTC Fund can be assessed through Katherine (EUS Interim President) but delayed to the summer
- Implementation of EDC 211 3D printer
  - As I can no longer physically install it this has been paused indefinitely
- Donation of supplies (masks and gloves)
  - [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_2mfSzymEvTe36Sh](https://ubc.ca1.qualtrics.com/jfe/form/SV_2mfSzymEvTe36Sh)



### III. Letter to the Mech Machine Shop – Formula E

- Biomedical and Manufacturing are also using the Mech machine shop
- Would like to see increased support due to increase in supported students
- Would like to draft a group letter to the Dean's office address concern
- Groups can contact Reese from Formula E for more details

### IV. Feedback - Wilson

- Teams affected by COVID-19
  - Cancellation of competition
    - Usually it is a great learning experience especially for newer members
    - Creates the drive for members to work on the project in the future
    - Going to be hard to see what actually worked in real life going into next year
    - It was especially hard on teams that worked very hard and are going to competition for the first time
  - Facility
    - Lack of physical supplies and facilities to work in make designing hardware difficult or impossible
    - Moving out of Macleod is difficult as building is closed and teams have been told to wait with no further instructions on timeline
  - Sponsors

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- Concerned that quite a few companies may not continue their sponsor as teams can't give them the exposure originally promised by not going to competition (ex. Concrete Toboggan, Steel Bridge)
- Also concerned quite a few companies may not have the budget to sponsor teams next year due to economic downturn
- Leadership transition
  - Transitioning leads is harder when you can't do a physical walkthrough
  - Tougher to decide the end dates for leadership as it is usually cut off by competition
- BEST (Biomedical Engineering Student Team)
  - Most projects have stopped as it was not possible to meet with client as well as meet up as a group to work on physical prototype
  - Mentorship program has ceased all activity and the hackathon has been cancelled
- VDL added that teams should reach out to their sponsors and discuss their situations and update them on the situation while also keeping in mind some companies may be struggling through financial downturn

- SLS feedback

- [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_eV4Cdq1mHo7Tpxb](https://ubc.ca1.qualtrics.com/jfe/form/SV_eV4Cdq1mHo7Tpxb)



- Supporter Appreciation Night

- Design team leads have to fill one out for the team
- Team members can also fill it out but not required
- [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_0PLfhTCMr8ypsi1](https://ubc.ca1.qualtrics.com/jfe/form/SV_0PLfhTCMr8ypsi1)



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## V. Reminder

- Funding Final Reports & Reimbursement Deadlines
  - PAF – August 31, 2020
  - SCTF – August 31, 2020
  - SELF – August 31, 2020
  - EGBC – No deadline but please send them an update with pictures
  - Walter Gage – Following competition/activity – brief report

## VI. Questions and Concerns

- People are interested in having Collaborative Ultra setup for student teams such that there can be bigger online meetings due to other software restrictions. Minoli will look into this.