**VIKotics Meeting**

Date: Jan 6th, 2025 - 3:30 – 4:15 PM Location: Robotics Lab, GPHS

**Attendees:** Bryen Warren, Cora Link, Gage Adams, Alessandro Francavilla, Bradley Banks, Ethan Lawson, Spaulding Vulliet, Gavin Anderson, Bradyn Arndt, Chell Roduner, Levi Pickron, Nathan Cloninger

**Mentors:** Robert Lopez, Jr.

**Purpose:** To discuss details of the FRC 2025 Kickoff Reveal, meeting format for build season, financial updates, and other important items of discussion.

1. Mr Lopez provided the following information as reminders for all team members:
	1. Meeting times
	* Monday & Thursday: 3:30 to 7:30 PM – dinner provided (subject to change)
	* Tuesday, Wednesday & Friday: 3:30 to 5:30 PM
	* Saturday (Optional): 9 AM to 1 PM – morning snacks provided
	1. Use of cell phones during meetings and build times are not allowed unless use is for team business.
	2. Work ethics and expectations – much was discussed yet primarily follow the code of conduct and be mindful of proper and professional manners.
	3. Safety Rules: Team members may not operate any power tools or machinery without training. Mentors or senior team members will provide any necessary training. Safety glasses are always to be worn when using power tools and machinery.
	4. Code of Conduct (CoC): There are three CoCs which all team members must adhere to and follow.
		1. VIKotics CoC: Needs to be read, reviewed and signed by team members and parents then turned into Mr. Lopez. Note this is done for every competition season.
		2. Student’s school CoC
		3. FRC CoC: This is published on the FIRSTInspires.org website and may be found here: <https://www.first.org/about/policies/code-of-conduct>
	5. Discussion on addressing mentors and adults in meetings, practice, school, community and events.
	6. Meeting formats for build season:
		1. Mondays will be the organization meeting for the week and outline tasks, owners and timelines.
		2. Thursdays will be status meetings for work performed during the week and discussion of any issues encountered. Direction(s) to resolve issues will be outlined in this meeting as needed.
		3. Tuesdays, Wednesdays and Fridays will be short meetings to simply iterate tasks needing work, problem resolution and finalization.
	7. Mr. Lopez requested the team review the robot design process which is in a PowerPoint presentation created by Mr. Aemon Sena and edited by Mr. Lopez on our Google drive.
	8. Mr. Lopez also established and provided directions for week 1. Primary tasks are:
		1. Research, design and selection of concepts to satisfy meeting FRC game requirements (scoring and other),
		2. Using the matrix evaluation tool for concepts to rank them based on ability to meet game requirements and,
		3. Creation of stage 1 prototypes for feasible functional evaluation.
2. **FRC 2025 Kickoff Reveal:**
3. The 2025 FRC Reveal was reviewed with those that could not attend on the 4th of Jan.
4. Several aspects of the 2025 FRC game were reviewed and discussed as well as corrected to ensure proper understanding by the team.
5. Further discussion was had regarding ideas for design concepts. A few additional questions arose as a result and team members were assigned to find answers.
6. **Financial Update**
	1. ASB (GPHS) account is currently at $20,744.11.
	2. The FIRST Booster Account is currently at $10,421.54. We received a re-issued check on January 7th, 2025, for our work for Haunted Palouse. These funds will be deposited into the FIRST Booster Account and will bring the total to $30,143.80.
7. **2025 Mentors:**
	1. Paula Adams – Business Mentor #1
	2. Alisa Vulliet – Business Mentor #2
	3. Richard Link – Code & Software Design & Lead Mentor #2
	4. Bob Brown – Build Design Mentor
	5. Don Schaffer – Build Design Mentor
	6. Dave Billin – Code & Software Mentor
	7. Quentin Lynch – CAD & Design Mentor
	8. Robert Lopez, Jr. – GPHS Robotics Advisor & Lead Mentor
8. **Adjourn:** 4:15 PM