

# MEETING MINUTES

## Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/1/2018

Room 323, Engineering Building

6:30pm-8:30pm

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

Attendees: Sami Scarcello, Savannah Hillebrand, Rayne Dobson, David McNealy, Tyler Schafer, Keven Benevante

Please bring: Laptops

Table 1. Record of meeting.

6:30 pm to 6:35 pm	<b>Review of Last Meeting</b> <ul style="list-style-type: none"><li>Client meeting with Steven (SRR: System Requirements Review)</li></ul>	Room 323
6:35 pm to 6:40 pm	<b>Go over scheduling for PDR</b> <ul style="list-style-type: none"><li>Institutional excuses</li><li>Friday, October 12th</li><li>Afternoon time</li></ul>	Room 323
6:40 pm to 7:50 pm	<b>Create and Fill out Pugh Chart</b> <ul style="list-style-type: none"><li>Number sketches created by group members</li><li>Rank based on engineering requirements</li></ul>	Room 323
8:00pm to 8:30pm	<b>Create and Fill out Decision Matrix</b> <ul style="list-style-type: none"><li>Rate each design</li><li>Fine top design</li><li>Design 18 and 14 closely ranked</li><li>Discussed be design</li></ul>	Room 323
7:05 pm to 7:10 pm	<b>Review next meeting</b> <ul style="list-style-type: none"><li>Finalize decision matrix, pugh chart</li><li>Move deadline for functional model to 10/8/18</li><li>Chapter 3 moved to 10/15/18</li></ul>	Room 323

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Go over Black Box Model with Dr. Oman	David, Savannah	9/27/18	9/27/18
Complete Chapter 1 and 2 in Preliminary Report	Everyone	10/1/18	10/1/18
Produce 20 designs (2 individually)	Everyone	10/1/18	10/1/18
Obtain Pugh Chart and Decision Matrix templates	Savannah	10/1/18	10/1/18
Complete Pugh Chart	Everyone	10/1/18	10/1/18
Complete Decision Matrix	Everyone	10/1/18	10/1/18
Upload Meeting Minutes	Keven	10/5/18	
Complete Functional Model	Everyone	<del>10/1/18</del> 10/8/18	
Edit and Approve Chapter 1 and 2	Rayne, Sami	10/8/18	
Complete Chapter 3 in Preliminary Report	Everyone	<del>10/8/18</del> 10/15/18	
Complete rough draft Presentation 2	Everyone	10/15/18	
Complete Chapter 4 and 5 in Preliminary Report	Everyone	10/15/18	
Draw top 10 designs for appendix of Preliminary Report	Everyone	10/15/18	

**Next formal meeting: 10/3/2018, room 314, Engineering Building, at 7:30pm.**