

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/10/2018

Room 341, Engineering Building

6:00pm-7:25pm

Minutes recorded by: Sami Scarcello

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.

6:00 pm to 6:15 pm	Talk to Dr. Oman about “top-level engineering calcs” <ul style="list-style-type: none">• Brainstorm analysis ideas• Confirm analysis ideas for presentation	Room 323
6:15 pm to 6:30 pm	Discuss Analytical Analysis Options <ul style="list-style-type: none">• List different possible analyses• Decide which ones are most relevant• Assign each member to an analysis	Room 323
6:30 pm to 7:15 pm	Run through Presentation <ul style="list-style-type: none">• Read through slides• Make sure everyone says what is needed• Make edits/add information• Update QFD	Room 323
7:15pm to 7:25pm	Go over next meeting <ul style="list-style-type: none">• Make a rough draft of presentation 2• Finalize Preliminary Report• Review individual analytical tasks	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Upload Meeting Minutes	Keven	10/5/18	10/5/18

Complete Functional Model	Everyone	10/1/18 10/8/18	10/8/18
Edit and Approve Chapter 1 and 2	Rayne, Sami	10/8/18	10/8/18
Complete/Edit Gantt Chart	Sami	10/10/18	10/10/18
Upload Meeting Minutes	Keven	10/12/18	
Complete Chapter 3 in Preliminary Report	Everyone	10/8/18 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: 10/15/2018, room 323, Engineering Building, at 6:30pm.