

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/15/2018

Room 323, Engineering Building

9:00am-9:15am

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

Attendees: Savannah Hillebrand, Rayne Dobson, David McNealy, and Keven Benevante

Please bring: Laptops

Table 1. Record of meeting.

9:00 pm to 9:03 pm	Review PDR <ul style="list-style-type: none">• 1 hr long• Better compared to previous years	Room 323
9:03 am to 9:05 am	Questions for Steven <ul style="list-style-type: none">• Titan Arm purchase approved• Go through NAU for purchasing• Different analyses needed?	Room 323
9:05 am - 9:10 pm	Upcoming Assignments <ul style="list-style-type: none">• Presentation 2 on Wednesday• No client needs this week	Room 323
9:10 am to 9:15 am	Plan for Next Meeting <ul style="list-style-type: none">• Will meet again next week, same time.	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Assign analyses	Savannah	10/15/18	10/15/18
Analysis memo	Team	10/15/18	10/15/18
Submit reimbursement form	David	10/15/18	10/15/18

Send potential CDR dates to Steven	David	10/15/18	
Order Titan Arm	Tyler	10/22/18	

Next formal meeting: 10/22/2018, room 323, Engineering Building at 9:00am.