

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/15/2018

Room 341, Engineering Building

6:30pm-8:00pm

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 6:40 pm	Talk About Possible CDR Dates <ul style="list-style-type: none">Monday November 19th, December 3rdPossible travel planning	Room 323
6:40 pm to 6:50 pm	Work on Analysis Memo <ul style="list-style-type: none">Each team member write 1 paragraph about what analysis will be completed	Room 323
6:30 pm to 7:15 pm	<ul style="list-style-type: none">Read through slidesMake sure everyone says what is neededMake edits/add informationUpdate QFD	Room 323
7:15pm to 7:25pm	Go over next meeting <ul style="list-style-type: none">Make a rough draft of presentation 2Finalize Preliminary ReportReview individual analytical tasks	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Upload Meeting Minutes	Keven	10/12/18	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	
Chapter 3-5 written (by 9pm Tuesday)	Everyone	10/16/18	
Chapter 3 Intro Paragraph	Sami	by 9pm 10/16/18	
3.1-3.2 Section	Tyler	by 9pm 10/16/18	
3.4 Intro Paragraph	Sami	by 9pm 10/16/18	
3.4.1 Benchtop	Sami	by 9pm 10/16/18	
3.4.2 Joints	Keven	by 9pm 10/16/18	
3.4.3 Head Attachment	Rayne	by 9pm 10/16/18	
3.4.4 Locking Mechanism	Tyler	by 9pm 10/16/18	
Chapter 4 Intro Paragraph	Savannah	by 9pm 10/16/18	
4.1-4.5 In Chapter 4	Savannah, David, Keven	by 9pm 10/16/18	
4.6-4.10 In Appendix	Rayne, Savannah, Sami	by 9pm 10/16/18	
Chapter 5 Intro	David	by 9pm 10/16/18	
5.1 (including 5.1.1, 5.1.2, etc)	David	by 9pm 10/16/18	
Chapter 3-5 edited	Rayne, Sami	10/17/18	
Chapter 3-5 approved by Oman or TA	Rayne, Sami	10/17/18	
Turn in Preliminary Report on BbLearn	Rayne	10/19/18	

Next formal meeting: 10/15/2018, room 323, Engineering Building, at 6:30pm.