

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Tuesday, 10/16/2018

Room 323, Engineering Building

6:00pm-7:05pm

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 6:10 pm	Start Rough Draft Presentation <ul style="list-style-type: none">● Assign slides to each member<ul style="list-style-type: none">○ 2-3 slides each● Same slides as PDR	Room 323
6:10 pm to 7:00 pm	Run through Presentation <ul style="list-style-type: none">● Each member says what is needed for their slides● Add info where needed● Make sure within time frame● Redo Gantt chart with necessary information	Room 323
7:00 pm to 7:05 pm	Review next meeting <ul style="list-style-type: none">● Make sure final edits of Preliminary report are completed● Rayne/Sami have Oman approve Preliminary before submission●	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	10/15/18
Complete rough draft Presentation 2	Everyone	10/15/18	10/15/18

Complete Chapter 4 and 5 in Preliminary Report	Everyone	10/15/18	10/15/18
Draw top 10 designs for appendix of Preliminary Report	Everyone	10/15/18	10/15/18
Chapter 3-5 written (by 9pm Tuesday)	Everyone	10/16/18	10/16/18
Chapter 3 Intro Paragraph	Sami	by 9pm 10/16/18	10/16/18
3.1-3.2 Section	Tyler	by 9pm 10/16/18	10/16/18
3.4 Intro Paragraph	Sami	by 9pm 10/16/18	10/16/18
3.4.1 Benchtop	Sami	by 9pm 10/16/18	10/16/18
3.4.2 Joints	Keven	by 9pm 10/16/18	10/16/18
3.4.3 Head Attachment	Rayne	by 9pm 10/16/18	10/16/18
3.4.4 Locking Mechanism	Tyler	by 9pm 10/16/18	10/16/18
Chapter 4 Intro Paragraph	Savannah	by 9pm 10/16/18	10/16/18
4.1-4.5 In Chapter 4	Savannah, David, Keven	by 9pm 10/16/18	10/16/18
4.6-4.10 In Appendix	Rayne, Savannah, Sami	by 9pm 10/16/18	10/16/18
Chapter 5 Intro	David	by 9pm 10/16/18	10/16/18
5.1 (including 5.1.1, 5.1.2, etc)	David	by 9pm 10/16/18	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.

