

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/22/2018

Room 323, Engineering Building

9:00am-9:20am

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

9:00 am to 9:03 am	Working on User Contact <ul style="list-style-type: none">• Technician who will use arm	Room 323
9:03 am to 9:05 am	Review of Presentation 2 <ul style="list-style-type: none">• Condensed 1hr to 12min	Room 323
9:05 am to 9:08 pm	Analysis This Week <ul style="list-style-type: none">• Need to resubmit for new analysis topic	Room 323
9:08 am to 9:10 am	Submitted Request for Purchase of Titan Arm <ul style="list-style-type: none">• Have not heard back yet	Room 323
9:10 am to 9:12 am	Next Major Milestone <ul style="list-style-type: none">• Analytical Analysis• Hand calcs from PDR will help	Room 323
9:12 am to 9:15 am	CDR Date <ul style="list-style-type: none">• December 3rd at 9am	Room 323
9:15 am to 9:17 am	Machine Shop Training <ul style="list-style-type: none">• David to get advanced training	Room 323

9:17 am to 9:20 am	Plan for Next Meeting <ul style="list-style-type: none"> • Same time next week 	Room 323
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Send potential CDR dates to Steven	David	10/15/18	10/15/18
Order Titan Arm	Tyler	10/22/18	10/22/18
Start Analysis	Everyone	10/29/18	
Edit Preliminary Report	Rayne, Sami	10/29/18	

Next formal meeting: 10/29/2018, room 323, Engineering Building at 9:00am.