

# MEETING MINUTES

## Topic: Capstone Northrop Grumman Handling Arm

Tuesday, 10/22/2018

Room 323, 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/ Analytical Analysis Materials

Table 1. Record of meeting.

6:30 pm to 6:45 pm	<b>Reviewed Client Meeting</b> <ul style="list-style-type: none"><li>Talked about meeting minutes</li></ul>	Room 323
6:45 pm to 7:15 pm	<b>Reviewed Presentation 2</b> <ul style="list-style-type: none"><li>96/100</li></ul>	Room 323
7:15 pm to 8:00 pm	<b>Analytical Analysis</b> <ul style="list-style-type: none"><li>New analysis topic for Rayne: Head attachment analysis</li></ul>	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Chapter 3-5 edited	Rayne, Sami	10/17/18	10/17/18
Chapter 3-5 approved by Oman or TA	Rayne, Sami	10/17/18	10/17/18
Turn in Preliminary Report on BbLearn	Rayne	10/19/18	10/19/18
Complete Analytical Analysis	Everyone	11/19/18	

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

