

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Tuesday, 10/29/2018

Room 323, Engineering Building

6:30pm-7:30pm

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 6:45 pm	Client Meeting Rescheduled <ul style="list-style-type: none">Tuesday 10/30 at 10:30 am	Room 323
6:45 pm to 7:00 pm	Review Technical/User Comments <ul style="list-style-type: none">Stephen SmartCommented on type of table was incorrectly givenMight need to redesign clamp	Room 323
7:00 pm to 7:30 pm	Explore ideas for vertical adjustment <ul style="list-style-type: none">Sketch ideas to email to Steven	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete Analytical Analysis (Majority)	Everyone	11/4/18	
Explore Vertical Adjustment Methods	Everyone	11/5/18	
Check on Purchasing	Tyler	11/2/18	
Email Sketches to Steven	David	10/30/18	
Check on Reimbursement	David	11/2/18	

Finish Bio	Sami	10/31/18	
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Next formal meeting: 11/5/2018, room 323, Engineering Building, at 6:30pm.