

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 10/8/2018

Room 102, Cline Library

9:00am-9:15am

Minutes recorded by: Rayne Dobson

Meeting called by: David McNealy

Attendees: Sami Scarcello, Rayne Dobson, David McNealy, Tyler Schafer, and Keven Benevante

Please bring: Laptops

Table 1. Record of meeting.

9:00 pm to 9:05 pm	Update on Presentation <ul style="list-style-type: none">● PDR set up on Friday 10/8/18● 2:30pm● 3380 S Price Rd.	Room 182
9:05 am to 9:10 am	Review of Presentation Requirements <ul style="list-style-type: none">● Top design● Hand calculations● Class assignment schedules● Any perspective problems● Presentation to be burned onto DVD● Scope and objective needed● 40 minutes presentation, 20 minutes presentation	Room 182
9:10 am - 9:15 pm	Review of Hand Calculation Requirements <ul style="list-style-type: none">● Prefer typed out, but scanned paper is OK● As many as possible	Room 182
9:15 am to 9:20 am	Conclusions <ul style="list-style-type: none">● Will meet again next week, same time.	Room 182

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Send Final Design Proposal/Description to Client	David	10/8/18	10/8/18
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Next formal meeting: 10/15/2018, room TBD, TBD at 9:00am.