

# MEETING MINUTES

## Topic: Capstone Northrop Grumman Handling Arm

Monday, 11/12/2018

The DuBois Center

6:30pm-8:15pm

Minutes recorded by: Sami Scarcello

Meeting called by: Savannah Hillebrand

Attendees: Rayne Dobson, David McNealy, Tyler Schafer, Keven Benavente, Sami Scarcello, Savannah Hillebrand

Please bring: Laptops

Table 1. Record of meeting.

6:30 pm to 6:40 pm	<b>Look through prototype materials</b> <ul style="list-style-type: none"><li>• Make sure they all will work</li><li>• Rayne needs to go get the clamp</li></ul>	DuB
6:45 pm to 6:50 pm	<b>Talk about BOM</b> <ul style="list-style-type: none"><li>• Average hours used to machine parts</li><li>• Look up shocks</li><li>• Discuss hardware needed</li></ul>	DuB
6:50 pm to 7:00pm	<b>Go through presentation</b> <ul style="list-style-type: none"><li>• Make sure everyone has what is needed</li><li>• Meet 30 minutes before presentation to practice<ul style="list-style-type: none"><li>○ 5:00 pm</li></ul></li></ul>	DuB
7:00 pm to 7:25 pm	<b>Assign Final Report parts</b> <ul style="list-style-type: none"><li>• The parts needed to be edited will be edited by the original writer</li><li>• Split Chapter 6 into 3 parts: BOM, schedule and CAD package</li></ul>	DuB

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Create Institutional Excuse for CDR	Rayne	11/6/18	11/6/18
Finish Individual Analyses	Everyone	11/9/18	11/9/18
Obtain Prototype Materials	Keven, Rayne	11/11/18	11/11/18

Assign Sections for Final Report	Everyone	11/12/18	11/12/18
Complete BOM	Tyler, Sami	11/12/18	11/12/18
Finalize Final Concept	Everyone	11/14/18	
Complete CAD Package	Savannah, David	<del>11/12/18</del> 11/14/18	
Complete Prototype	Everyone	<del>11/12/18</del> 11/14/18	
Finalize Presentation 3	Everyone	11/14/18	
Get More Prototype Materials	Rayne	11/14/18	
Edit 3.1 and 3.2	Tyler	11/19/18	
Edit 3.4	Sami, Keven, Rayne, Tyler	11/19/18	
Edit 5.1	David	11/19/18	
Fix HoQ in Appendix	Rayne	11/19/18	
Complete Executive Summary	Savannah	11/19/18	
Complete Acknowledgements	Tyler	11/19/18	
Complete 2.3	Keven	11/19/18	
Complete Chapter 6 BOM (6.1)	David	11/19/18	
Complete Chapter 6 Schedule (6.2)	Sami	11/19/18	
Complete Chapter 6 CAD (6.3)	Rayne	11/19/18	
Finalize CDR	Everyone	12/3/18	

**Next formal meeting: 11/19/2018, room 323, Engineering Building at 6:30pm.**