

# MEETING MINUTES

## Topic: Capstone Northrop Grumman Handling Arm

Monday, 11/19/2018

Room 323, Engineering Building

10:00am-10:25am

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

10:00 am to 10:10 am	<b>Update on Past Week</b> <ul style="list-style-type: none"><li>● Change material to stainless steel based on analytical analysis</li><li>● Presentation went well. 98/100</li><li>● Titan Arm not here yet (backordered)</li></ul>	Room 323
10:10 am to 10:15 am	<b>Review Requirements for CDR</b> <ul style="list-style-type: none"><li>● Machining drawings</li><li>● Final analysis</li><li>● Projected mass</li><li>● Prototype</li><li>● Schedule</li><li>● Major obstacles</li><li>● Budget</li><li>● Testing procedures</li></ul>	Room 323
10:15 am to 10:20 am	<b>Review What is Needed in Final Report</b> <ul style="list-style-type: none"><li>● Tyler and David talk about BOM</li><li>● No meeting tonight!</li></ul>	Room 323
10:20 am to 10:25 am	<b>Set up CDR Powerpoint</b> <ul style="list-style-type: none"><li>● Add appropriate headings</li><li>● Assign slides</li></ul>	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Talk to Group About New Meeting Time	David	11/6/18	11/6/18

List of Parts for 3D Printing	Team	11/14/18	11/14/18
Write Down Prototype Ideas	Team	11/14/18	11/14/18
Finish Prototype	Team	11/15/18	
Finish CAD Drawing	David	11/25/18	
Send CAD Package to Client	David	11/26/18	
Research % Infill for 3D Printing	Savannah	11/25/18	
Put Analysis Results in CDR Powerpoint	Team	11/28/18	
Put Testing Procedures in CDR Powerpoint	Keven	11/28/18	
Figure Out New Locking Mechanism	Team	11/26/18	

**Next formal meeting: 11/26/2018, room 323, Engineering Building at 10:00am.**