

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 11/26/2018

Room 323, Engineering Building

6:30pm-8:15pm

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.

6:30 pm to 6:40 pm	Review of Last Meeting <ul style="list-style-type: none">• % infill for prototype• Drawing files for CAD package• Figure out how to get presentation to NG (DVD, flash drive, etc.)	Room 323
6:40 pm to 7:00 pm	Talk About Different Ideas for Locking Mechanism <ul style="list-style-type: none">• Technical advisor mentioned rack and pinion could produce shavings, which are against NG foreign object sensitivities• Look at drill press cranks	Room 323
7:00 pm to 7:30 pm	Put Analysis into CDR <ul style="list-style-type: none">• Brief description on how analysis influenced designs decisions	Room 323
7:30 pm to 7:35 pm	Ordered Titan Arm from Amazon <ul style="list-style-type: none">• Need reimbursement (266\$)	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finalize Final Concept	Everyone	11/14/18	11/14/18
Complete CAD Package	Savannah, David	11/12/18 11/14/18	11/14/18

Complete Prototype	Everyone	11/12/18 11/14/18	11/14/18
Finalize Presentation 3	Everyone	11/14/18	11/14/18
Get More Prototype Materials	Rayne	11/14/18	11/13/18
Edit 3.1 and 3.2	Tyler	11/19/18	11/19/18
Edit 3.4	Sami, Keven, Rayne, Tyler	11/19/18	11/19/18
Edit 5.1	David	11/19/18	11/19/18
Fix HoQ in Appendix	Rayne	11/19/18	11/19/18
Complete Executive Summary	Savannah	11/19/18	11/19/18
Complete Acknowledgements	Tyler	11/19/18	11/19/18
Complete 2.3	Keven	11/19/18	11/19/18
Complete Chapter 6 BOM (6.1)	David	11/19/18	11/19/18
Complete Chapter 6 Schedule (6.2)	Sami	11/19/18	11/19/18
Complete Chapter 6 CAD (6.3)	Rayne	11/19/18	11/19/18
Finalize CDR	Everyone	12/3/18	
Send Email to Steven about CDR Questions	David	11/26/18	
Analyses in CDR	Everyone	11/28/18	
Finish CAD Drawings	Everyone	11/27/18	
Look into 3D Printing at Library	David	11/28/18	

Next formal meeting: 12/3/2018, room 323, Engineering Building at 6:30pm.