

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 11/28/2018

Room 314, Engineering Building

6:00pm-6:30pm

Minutes recorded by: Sami Scarcello

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.

6:00 pm to 6:10 pm	Prototype Ideas <ul style="list-style-type: none">• 3D Print a subsystem?<ul style="list-style-type: none">○ send parts to Steven to be 3D printed○ possibly Sami pick up this weekend?• Refine already done prototype<ul style="list-style-type: none">○ Cut one length in half	Room 314
6:10 pm to 6:15 pm	Bill of Materials <ul style="list-style-type: none">• Make sure everything is accounted for• Find where to machine parts	Room 314
6:15 pm to 6:30 pm	CAD <ul style="list-style-type: none">• Discuss what still needs to be completed• Titan arm shipped - reverse engineer next week	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
Send Email to Steven about CDR Questions	David	11/26/18	11/26/18
Finish CAD Drawings	Everyone	11/27/18 11/29/18	
Look into 3D Printing at Library	David	11/28/18	11/28/18

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