

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 12/3/2018

Room 323, Engineering Building

10:00am-10:15am

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

10:00 am to 10:05 am	Review of Upcoming Assignments <ul style="list-style-type: none">● Bill of Materials● CAD Package● Prototype	Room 323
10:05 am to 10:10 am	Questions for Steven <ul style="list-style-type: none">● Wait until CDR to order parts●	Room 323
10:10 am to 10:15 am	No Meeting Next Week <ul style="list-style-type: none">● Finals Week	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Send CAD Package to Client	David	11/26/18 11/27/18 12/3/18	
Put Analysis Results in CDR Powerpoint	Team	1/12/18	
Put Testing Procedures in CDR Powerpoint	Keven	1/12/18	
Send Potential CDR Dates to Steven	David	11/27/18	11/27/18
Reverse Engineer Titan Arm	Team	12/8/18	

Redesign Locking Mechanism	Team	12/22/18	
Finalize CDR Presentation	Team	1/12/18	
Add Second Semester Availability to Google Drive	Team	11/27/18	11/27/18

Next formal meeting: TBD