

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 9/17/2018

Room 323, Engineering Building

6:30pm-8:00pm

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

6:30 pm to 6:35 pm	Review of Last Meeting <ul style="list-style-type: none">● Review of work assigned over weekend (first presentation)	Room 323
6:45 pm to 7:15 pm	Go over Background Presentation <ul style="list-style-type: none">● Discuss team purpose/goals (edited for wording)● Elaborated on individual work completed over weekend● Iterated benchmarking ideas● Elaborated on customer/engineering requirements● Reviewed team budget for travel/prototyping	Room 323
7:15 pm to 7:30 pm	Plan for next meeting <ul style="list-style-type: none">● Finalize Team Charter● Create a Gantt Chart for Project Management● Plan meeting time with client● Finalize next meeting and location	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish/Uploading Meeting Minutes for 9/10/18	Rayne	9/12/18	9/12/18
Inquire about Preliminary Report/Charter Formatting	Everyone	9/12/18	9/12/18

Upload Preliminary Report Template into Google Drive	Rayne	9/13/18	9/13/18
Finish/Upload Meeting Minutes for meetings on 9/12/18	Rayne, Sami	9/12/18	9/12/18
Upload finalized Team Charter	Rayne	9/12/18	9/12/18
Start Working on Preliminary Report	Everyone	9/19/18	
Create Skeleton Website	Keven	9/19/18	

Next formal meeting: 9/24/2018, room 323, Engineering Building, at 6:30pm.