

# MEETING MINUTES

## Topic: Capstone Northrop Grumman Handling Arm

Wednesday, 9/26/2018

Room 314, Engineering Building

6:00pm-7:10pm

Minutes recorded by: Sami Scarcello

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

6:00 pm to 6:25 pm	<b>Present design ideas</b> <ul style="list-style-type: none"><li>• Discuss different ideas for each component</li><li>• Come up with questions from designs</li></ul>	Room 314
6:25 pm to 6:45 pm	<b>Go over scheduling</b> <ul style="list-style-type: none"><li>• Review due dates</li><li>• Prioritize assignments</li><li>• Assign report sections to members</li></ul>	Room 314
6:45 pm to 7:05 pm	<b>Create Black Box Model</b> <ul style="list-style-type: none"><li>• Determine function of design</li><li>• Determine input and output materials</li><li>• Determine input and output signals</li><li>• Determine input and output energies</li></ul>	Room 314
7:05 pm to 7:10 pm	<b>Review next meeting</b> <ul style="list-style-type: none"><li>• Finalize designs</li><li>• Complete pugh chart and decision matrix</li><li>• Complete functional model</li></ul>	Room 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Send first presentation to client	David	9/24/18	9/24/18

Update Sami on missed meeting	Savannah	9/24/18	9/24/18
Complete bio section on Website (individual) (Google Doc)	Everyone	9/26/18	9/26/18
Complete project information section on website	Keven	9/26/18	9/26/18
Produce 3 ideas per member to give to Client meeting (w/ materials/components and rough cost)	Everyone	9/26/18	9/26/18
Break up budget into categories for Client meeting	Tyler	9/26/18	9/26/18
(Optional) Put resume in Google drive for website	Everyone	9/26/18	9/26/18
Complete Black Box Model	Everyone	9/26/18	9/26/18
Go over Black Box Model with Dr. Oman	David, Savannah	9/27/18	
Complete Chapter 1 and 2 in Preliminary Report	Everyone	10/1/18	
Produce 20 designs (2 individually)	Everyone	10/1/18	
Complete Functional Model	Everyone	10/1/18	
Obtain Pugh Chart and Decision Matrix templates	Savannah	10/1/18	
Complete Pugh Chart	Everyone	10/1/18	
Complete Decision Matrix	Everyone	10/1/18	
Complete Chapter 3 in Preliminary Report	Everyone	10/8/18	
Complete rough draft Presentation 2	Everyone	10/15/18	
Complete Chapter 4 and 5 in Preliminary Report	Everyone	10/15/18	

**Next formal meeting: 10/1/2018, room 323, Engineering Building, at 6:30pm.**