

# MEETING AGENDA

## Topic: Semester 2 Initial Tasks

**Tuesday, January 15, 2018**

**Meeting called by:** Team

**Attendees:** Michael Broyles, Ethan Smith, Brandon Beaudoin, Jonathan Hernandez, Nathan Zufelt

**Please bring:** Laptop, Notebook, Relevant research

**Location:** Engineering Room #323

**Objective:** Go over initial tasks document and discuss post mortem requirements

### Notes:

<b>5:15</b>	Begin meeting: Call meeting to action	Engineering Room #323
<b>5:30</b>	Team members discuss work completed over break: Brandon – All work included in initial tasks document, updated Gantt chart	Engineering Room #323
<b>Remaining minutes</b>	<b>Plan for next meeting</b> New Action Items Brandon – Contact laser cutter and set up meeting Michael – Add electrical components into SolidWorks and find center of mass Nathan – Find new carbon suppliers Ethan – Contact Flyers and Novakinetics for design review Jonathan – 3 panel securing methods	Engineering Room #323

### Minutes 1-15-18

Meeting was pretty informal. Team members discussed general topics, a few design points (nothing of note) and how we wanted to progress from this moment forward. New weekly tasks were assigned to each member to help finalize design points.