

MEETING AGENDA

Topic: Final Meeting

Tuesday, April 30, 2019

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: Determine final tasks

Notes: Meeting minutes have not been taken for about a month, as the team has only been building the plane. Tasks completed are available in the construction log.

No meeting next week, we are done.

4:00	Begin meeting: Call meeting to action Scribe: Brandon Fill out weekly peer review	Engineering Room #323
4:15	Team members discuss Ugrads and assembly manual. Upcoming items: Final Report, CAD and BOM, Peer evaluation and final website check	Engineering Room #323
Remaining Minutes	New Action Items: The team will work together to finish and turn in the items listed above.	Engineering Room #323
To Contact	None	N/A
To Order	None	N/A

Minutes 4-30-19

The team came together and reviewed the upcoming documents and their corresponding due dates.

Jonathan will be updating the website with new pictures and meeting minutes this weekend.

We need to add more to the manufacturing section.

Budget figure needs to be updated.

For the CAD package, we have most of the drawings, but some of the designs have changed such as: fuselage, tail, wing shroud, carbon boom, wing mounting arms, fuselage positioning bracket, and motor mount.