

MEETING MINUTES

Topic: Meeting

Friday, December 7, 2018- 10:30 am- 3:00 pm

Location: Capstone Room

Minutes recorded by: Braden Weiler

Meeting called by: James Seganti

Attendees: Damian Lumm, Angel Montiel, Caleb Hatcher, James Seganti, Braden Weiler

Executive Summary:

Table 1. Record of meeting.

10:30 am to 11:00 am	Introductions <ul style="list-style-type: none">• Discussed the changes that needed to be made on the drawings before submitting the CAD package• Discussed how we wanted to present each of the subassemblies in the drawings to give the most detailed views• Talked with Jeremy from the Micro team about coordinating the use of the laser cutter at Flagstaff High School• Emailed the machine shop supervisor at Flagstaff High School to see what the Micro and Regular teams needed to do to get access to the laser cutter
11:00 am to 3:00 pm	Capstone Work <ul style="list-style-type: none">• Divided the drawings into subassemblies to get CAD package done<ul style="list-style-type: none">○ Angel: Wing○ Caleb: Fuselage○ James: Nose○ Braden: Landing Gear and Tail• Once the drawings were complete James compiled the drawings into one PDF on his computer and as a team we looked over it to make sure it was complete
	Plans for next meeting/ Assigned Tasks <ul style="list-style-type: none">• Get an order form started to begin ordering materials in order to have materials before the end of winter break hopefully

	<ul style="list-style-type: none">• As a team decide on the schedule we want to layout for winter break and January
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Next formal meeting: December 11, 2018, Capstone Room, Engineering Building, at 3:00 pm