

# MEETING MINUTES

**Topic: Meeting 18- Final Proposal Presentation Preparation**

**Monday, November 12, 2018- 10:30 am- 2:00 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**

Table 1. Record of meeting.

<b>10:30 am to 11:00 am</b>	<b>Introductions</b> <ul style="list-style-type: none"><li>• Went over the rubric for the Final Proposal Presentation to see what slides were needed</li><li>• Discussed how we wanted to split up the work for CAD package drawings and Bill of Materials<ul style="list-style-type: none"><li>○ Angel: Vertical Stabilizer</li><li>○ Caleb: Fuselage</li><li>○ Damian: Horizontal Stabilizer</li><li>○ James: Wing</li><li>○ Braden: Landing Gear</li></ul></li><li>• Decided to place the individual analyses from Caleb, Damian, and Braden to show the progress that has been made regarding the motor selection, propeller selection, and wing design analysis</li></ul>
<b>11:00 am to 2:00 pm</b>	<b>Capstone Work</b> <ul style="list-style-type: none"><li>• Created drawings for each of the subassemblies to start compiling the CAD package</li><li>• Braden and Caleb worked on the Bill of Materials after their drawings were complete</li><li>• As a team we went through the Bill of Materials to make sure all of the appropriate materials and devices were added in</li></ul>
	<b>Plans for next meeting/ Assigned Tasks</b> <ul style="list-style-type: none"><li>• Go over assigned slides in the presentation to be prepared to present</li></ul>

	<ul style="list-style-type: none"><li>• Get template for the Final Proposal report started to see what sections need to be added and what revisions need to be made from Preliminary report</li></ul>
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**Next formal meeting: November 19, 2018, Capstone Room, Engineering Building, at 10:30 am**