

MEETING MINUTES

Topic: Meeting 19- Final Proposal Report

Monday, November 19, 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.

10:30 am to 11:00 am	Introductions <ul style="list-style-type: none">• Went over the template for the Final Proposal report to see what sections needed to be added and to decide how we wanted to separate the sections• As a team we went over the comments that Amy left in the Preliminary report to make sure we made all the changes she was looking for• Divided section 5.2 of the report into subassemblies<ul style="list-style-type: none">○ Angel: Tail○ Damian: Propeller and Powertrain○ Caleb: Fuselage○ James: Wing○ Braden: Landing gear and Powertrain
11:00 am to 2:00 pm	Capstone Work <ul style="list-style-type: none">• As a team we began populating the sections of the report for each of our assigned subassemblies• Decided that we would complete section 6 of the report as a team when we get back on Sunday from Thanksgiving break
	Plans for next meeting/ Assigned Tasks <ul style="list-style-type: none">• Continue working on individual parts of the Final Proposal report and make sure all revisions are completed

Next formal meeting: November 29, 2018, Dr. Tester's Office, Engineering Building, at 10:30 am

