

MEETING MINUTES

Topic: Meeting 12- Preliminary Report

Wednesday, October 17, 2018- 5:15 pm - 7:00 pm

Location: MEP Lounge

Minutes recorded by: Braden Weiler

Meeting called by: James Seganti

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

Executive Summary:

The main objective of this meeting was to create a plan to complete the preliminary report by splitting up the sections and doing our own work. To start the meeting, our team split up the sections of the report by going through it together and adding our names next to the section headers of the sections we wanted to write about. Furthermore, we discussed the best approach for formatting the report to get as much done as possible while we did our own work and to minimize the amount of formatting that had to be done at the end. Once we made a plan for the report, our team worked for about an hour on the report by adding in the tables and figures that we already knew would be required. Along with that, we completed the first section of the report as a team since most of it could be done quickly and we wanted to layout the report in an effective manner. The last aspect of the report that we discussed was the final design that each of us would write about in the design rationale section to ensure that we were all on the same page of what designs were going to be used. To end our meeting, our team planned to begin our SolidWorks models for the parts of the aircraft that each of us was in charge of and come up with rough calculations that would be used for our individual analysis.

Table 1. Record of meeting.

5:15 pm to 5:30 pm	Introductions <ul style="list-style-type: none">• We began to split up the sections of the preliminary report by putting our names next to the section headers that we wanted to write about• Discussed how we wanted to format the report roughly as a team before Braden did the final editing on his own
5:30 pm to 6:45 pm	Capstone Work <ul style="list-style-type: none">• As a team we worked on the report for about an hour by mostly placing in the figures and tables that we knew would be needed• Discussed the final designs that each of us would talk about in the design rationale section of the report

6:45 pm to 7:00 pm	Plans for next meeting <ul style="list-style-type: none">• Begin thinking about how we want to model each of our sections in SolidWorks• Come up with rough calculations for the individual analysis
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Next formal meeting: October 22, 2018, Capstone Room, Engineering Building, at 10:30 am