

# MEETING MINUTES

**Topic: Meeting 2- Background Presentation Plan**

**Monday, September 10, 2018 - 10:30 am - 12:00 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:**

To begin the meeting, our team looked over the requirements for the background presentation to plan out how we would split up the sections. After that we discussed the possibility of buying an RC plane to practice flying and for purposes of benchmarking. In order to practice flying the plane we talked about joining the Flagstaff Flyer club for tips and as a way to get AMA certification. To end the meeting we assigned different areas of the plane for each member of our group to focus on for individual analysis and research into existing designs. Our plan for the next meeting is to have our presentation slides completed, so we can go over the presentation as a team. Along with that, we plan to prepare for our meeting with our client, Dr. Tester.

**Table 1. Record of meeting.**

<b>10:30 am to 11:00 am</b>	<b>Introductions</b> <ul style="list-style-type: none"><li>● Looked over rubric for the background presentation</li><li>● Discussed buying an RC plane to practice flying</li></ul>
<b>11:00 am to 12:00 pm</b>	<b>Capstone Work</b> <ul style="list-style-type: none"><li>● Split up the sections of the background presentation</li><li>● Discussed the research we did during our own time to begin compiling background information</li><li>● Discussed AMA certification for the competition and joining Flagstaff Flyers club</li></ul>

<b>12:00 pm to 12:15pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>● Look over background presentation</li><li>● Present existing designs that we found through our research</li><li>● Prepare for meeting with Dr. Tester</li></ul>
	<b>Assigned Tasks (System to focus on for the plane)</b> <ul style="list-style-type: none"><li>● Caleb- Airfoil</li><li>● Damian- Propellor and Powertrain</li><li>● Braden- Landing Gear</li><li>● Angel- Body Design</li><li>● James- Steering System</li></ul>

**Next formal meeting: September 15, 2018, Capstone Room, Engineering Building, at 1:30 pm**