

MEETING MINUTES

Topic: Meeting 3- Client Meeting

Friday, September 14, 2018 - 2:00 pm - 4:10 pm

Location: Machine Shop

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, Damian, Angel, and Braden went over the information that they had found for the background presentation while Caleb was meeting with Lauren and James was taking an exam. Once Caleb was finished talking with Lauren, he met with us to discuss what he had gone over with Lauren and how we planned to get funding for our registration. At 3 pm our team met with Dr. Tester to talk about any additional engineering and customer requirements he had for us. Along with that, he discussed the methods other teams have used in the past to construct the plane and how travelling to the competition is handled. Overall, our meeting with Dr. Tester was helpful as we learned more about how the competition worked and what is expected from us. For the end of the meeting we ensured each of us knew what slides to work on for the background presentation and planned to look over the presentation at our next meeting.

Table 1. Record of meeting.

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| 2:00 pm to 3:00 pm | Introductions <ul style="list-style-type: none">● Discussed what information each of us had found for the background presentation● Caleb went over the plan for the budget after his meeting with Lauren Badertscher● As a team we looked over the websites from past NAU Aero teams |
| 3:00 pm to 4:00 pm | Client Meeting <ul style="list-style-type: none">● Dr. Tester went over the rules, expectations, and travel costs for the competition● Discussed the resources that our team could use throughout the project which included the SAE club and the Flagstaff Flyers |

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| 4:00 pm to 4:10 pm | Plan for next meeting <ul style="list-style-type: none">● Monday, September 17, 2018● Find more information that can be used in the background presentation before we meet● Compile the information into organized slides |
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Next formal meeting: September 17, 2018, Capstone Room, Engineering Building, at 10:30 am