

MEETING MINUTES

Topic: Meeting 4- Background Presentation

Monday, September 17, 2018- 10:30 am- 1:30 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:

For this meeting, our main goals were to populate slides of our background presentation and discuss how we would practice for the presentation. Therefore, individually we began doing benchmarking and research for the specific areas of the plane that we are assigned to and as we found information we organized it into slides. Once we had all our slides put together, we went through each of them and decided what would be the best layout for the slides to be in a logical order in terms of our plane design. After doing our individual parts, we came together as a team to complete the engineering and customer requirements to ensure that we had all of the appropriate criteria for the project. To end our meeting we planned out who would be in charge of each slide and we discussed the best ways that we could prepare for the presentation.

Table 1. Record of meeting.

10:30 am to 11:00 am	Introductions <ul style="list-style-type: none">● Discussed how we wanted to organize the background presentation into meaningful sections
11:00 am to 1:00 pm	Presentation Work <ul style="list-style-type: none">● Did some research on our own and began populating slides with the information for the section of the plane that each of us are focusing on● Completed the engineering and customer requirements slides as a team to ensure we had all the appropriate requirements● Discussed how each of us would practice for the presentation individually and made sure we knew what to wear for class

<p>1:00 pm to 1:30 pm</p>	<p>Plan for next meeting</p> <ul style="list-style-type: none"> ● Begin talking about the analytical analysis and what calculations we want to do ● Try to start doing some research for calculations that relate to the part of the plane we are focusing on
	<p>Tasks for next meeting:</p> <ul style="list-style-type: none"> ● James- Begin looking at equations for lift of the wing ● Damian- Begin looking at how we can calculate the thrust of the propellor ● Caleb- Start researching airfoil designs and methods of analyzing each design ● Angel- Start researching geometries for the fuselage ● Braden- Begin research on the motor that will be appropriate for the plane

Next formal meeting: September 21, 2018, Machine Shop, Building 98C, at 10:30 am