MEETING MINUTES

# Topic: Analytical Report Meeting with Rick and Chuck

## Date: April 3, 2018

## Time: 5:30 pm

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Shanna, Aziz, Rick, Chuck

Please bring: Laptops, Notebooks

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 5:30 – 6:00 | Discussed problems with heat flux calculations   * Stagnation heating is its own calculation * Use reference temperature for properties * Make sure to track units throughout * Incorrect calculations have real life consequences   Questions about I-beam and Bolt Analysis   * Safety factor 4 for osha standards * Heat shields * Mild steel is usually used | EGR 220 |
| 6:00 – 6:30 | - Chuck suggests we come up with a more detailed schedule for our own benefit  - Parts that take a long time to set up   * Lamps * Proofing * Keep in mind there are wires everywhere |  |
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Table . Tasks Assigned.

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| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Continue with analytical reports | All | 4-8-18 |  |
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**Next formal meeting:**

**Time:**

**Location:**

**What will be addressed?**