MEETING MINUTES

# Topic: Timeline of our project and capstone deliverables

## Date: Feb 16

## Time: 10:00 am

**Minutes recorded by: Lexie**

**Meeting called by**:

Attendees: Lexie, Aziz, David Willy

Please bring: Laptops, Notebooks

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 10:00 – 10:50 | * Showed David the list of deliverables chuck gave us and ordered them/split them up into each deliverable for capstone * The schedule is front-loaded so we can iterate in the second semester * He suggested that the calculations we do for our first report be somewhat less robust so we can perfect them for our analytical reports(due a few weeks after first conceptual report) * For this upcoming report/presentation he wants our best guess for what we’ll use in each “case study” (i.e. thermal loading, jigs, pressure loading etc.) * We don’t have to make physical prototypes this semester but he does want detailed CAD drawings instead | Engineering 324C |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| N/A |  |  |  |

**Next formal meeting: Feb 16**

**Time: 1:45 pm**

**Location: Engineering 218**

**What will be addressed? Aeroheating discussion with Rick and Chuck**