MEETING MINUTES

# Topic: First Client Meeting

## Date: January 27, 2018

## Time: 10:30

**Minutes recorded by: Alexandra Spotts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting called by** \_\_\_All\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees: Israel Sotelo, Shanna Lechelt, Aziz Alzaid, Alexandra Spotts

Please bring: \_\_Laptops, Notebooks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 10:30 – 11:00 | Client Meeting Prep – discussed the team’s availability over the next week, questions to ask | Library Rm 183 |
| 11:00 – 12:30 | Meeting with Chuck Vallance * Discussed deliverables – 1) decide what parts to use and what they are made of 2) list of requirements for our test fixture, including loads, temperatures, and pressures, as well as dimensions 3) set of drawings of fixture 4) Scale model (if possible) in order to help assembly
* Went over powerpoint prepared by Chuck – missile examples as well as references to start off research
 | Library Rm 183 |
| 12:30 -  | Discussion of Meeting and Planning for next meeting – decided to research existing test structures, missiles, and terms suggested by Chuck. We also agreed to have an outline of what we have to do to address this problem | Library Rm 183 |

Table . Tasks Assigned.

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| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Research Missiles and look at References from Chuck | Whole Team | January 30 |  |
| Upload Team Charter | Alexandra | January 28 | January 28 |
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**Next formal meeting: Tuesday January 30**

**Time: 5:15 pm**

**Location: Engineering Rm 101**

**What will be addressed?**

We will address the order at which we should tackle this problem and what steps we should take. We will also discuss the research we have completed.