MEETING MINUTES

# Topic: Analytical Update

## Date: October 9, 2018

## Time: 4:30 pm – 5:30 pm

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Shanna, Aziz, Israel

Please bring: Laptops, Notebooks

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 4:30 – 5:30 pm | How’re analytical reports?* Shanna - Outlines of calculations and assumptions are done, need to perform calculations and draw conclusions
* Aziz - 70% done all equations are picked out – tensile strength is done, found maximum moment just needs touch ups, need to find moment of inertia, and pick square beams
* Lexie - temperature and heat flux distribution calculations are done, need to draw conclusions from results in regards to spacing and finish report itself
* Israel – calcs are done
 | Conference Call |

Table . Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Finish Reports | All | Oct 12 |  |

**Next formal meeting: Thursday Oct 11**

**Time: 4:30 pm**

**Location: Conference Call**

**What will be addressed? Next Week’s Tasks**