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.

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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**