MEETING MINUTES

# Topic: Presentation Discussion and Technical Assignments

## Date: September 10, 2018

## Time: 11:00 am – 12:00 pm

**Minutes recorded by Lexie**

**Meeting called by** **All**

Attendees: Aziz, Shanna, Israel, Lexie

Please bring: Laptops, Notebooks

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 11:00 am -11:15 | Quick Update: no meeting with Chuck this week  However, we need to meet next week before we get to in-depth in calculations. | Conference Call |
| 11:15 am – 12:00 pm | Last time we discussed our next steps, we need to finish mechanical and thermal calcs before the progress presentation. They are the foundation of the rest of the calculations. We need to figure out what is half of the work for the semester for the hardware review. | Conference Call |

Table . Tasks Assigned.

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| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Website Update | Aziz | 9-14-18 |  |
| Finish Mechanical Loading Calcs | Israel | 9-17-18 |  |
| Finish Thermal Loading Calcs | Lexie | 9-17-18 |  |

**Next formal meeting: Wednesday**

**Time: 11:30**

**Location: EGR 317**

**What will be addressed? Presentation Details and Assignments**