MEETING MINUTES

# Topic: Presentation Assignments and Calculation Update

## Date: September 12, 2018

## Time: 11:30 am – 12:20 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** |
| **11:30 am – 12:00 pm** | Shanna - update the budget, schedule, and engineering reqs slide. I included everything we've done related to those slides, but please reorganize and delete whatever is unnecessary. some stuff I only included for reference  Aziz - intro slide, list of design functions slide. Intro slide doesn't really need much, mostly focus on the list of functions. Maybe look back at the functional model to help  Israel - design description slide, analysis thus far-mechanical loading slide, conclusion slide(if necessary). I figure whatever you get done on the compressible flow calcs should get its own slide  Me - thermal analysis slide, analysis strategy slide  Each content slide should be about a minute | EGR 317 |
| 12:00 – 12:20 pm | We need to revisit how the mechanical loading is going to affect our design and identify failure points. | EGR 317 |

Table . Tasks Assigned.

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| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Presentation | All | 9-17-18 before noon |  |

**Next formal meeting: September 17, 2018**

**Time: 11:00 am**

**Location: EGR cafe**

**What will be addressed? Final Practice Presentation**