

MEETING MINUTES

Topic: After Break Recap

Wednesday, January 17, 2018

4:00pm – 4:40pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds,

Please bring: Laptops, tasks completed over break

Executive Summary:

The purpose of this meeting was for the team to come together to discuss what was accomplished over the break by each member of the team. The team also discussed upcoming due dates, the prototype, testing procedures that need completed, and any questions that have come up. The team also agreed on a date for the CDR presentation with Orbital which is February 1st.

Table 1. Record of meeting.

4:00pm to 4:20pm	Meeting Overview <ul style="list-style-type: none">• The team discussed what they achieved over the break• Miriam contacted AZ Sun Supply to get samples of the HDPE material for different testing procedures. They are in the mail.• Brandon got a more detailed version of the CAD made so that we can perform a more accurate Solidworks Analysis• Dan had the website updated with all of our files and photos from last semester.	Dub Basement
4:20pm to 4:40pm	Planning Ahead <ul style="list-style-type: none">• The team discussed the CDR Date with Orbital because they do not want us to meet until February 1st or 8th and the Hardware due date is only a week after.• We agreed that the 1st would be better so that we have more time to build before the hardware review deadline.• Talked about what the team sees as the halfway point in construction of the design. Came to the conclusion that having the skeletal structure of the design made from carbon fiber by then would be the majority.• The team talked about what the prototype should be made of considering Orbital said any material can be used and it does not have to be the same as the final material if cost is too high.• Testing procedures were discussed for water test, temperature test, and functionality• Need to ask Dr. Oman about Testing Procedure 3.	Dub Basement

4:40pm to end	Plan for next meeting <ul style="list-style-type: none"> The next meeting will be held Tuesday at 5:30pm in the Engineering We will be meeting to discuss Gantt Chart and HDPE samples 	Dub Basement
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	
Generate cost for prototype with actual material and alternate materials	Joshua Smith	1/23/18	
Post Mortem	Joshua Smith Dan Edmonds Miriam Deschine Brandon Cook	1/19/18	
Finish Solidworks and run simulation	Brandon Cook	1/23/18	
Think about Gantt Chart Updates	Joshua Smith Dan Edmonds Miriam Deschine Brandon Cook	1/23/18	

Next formal meeting: 1/17/2018, Engineering, at 5:30pm.