

# MEETING MINUTES

## Topic: Material Purchasing Information

Thursday, January 25, 2018

4:00pm – pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Steven Hengl

Please bring: Laptops

### Executive Summary:

The purpose of this meeting was to have a conference call with Steven to get him up to date with the design, CDR, and hardware review requirements.

Table 1. Record of meeting.

<b>4:00pm to 4:20pm</b>	<b>Meeting Overview</b> <ul style="list-style-type: none"><li>• The team discussed the CDR date. Need to talk with Dr. Oman about the time on the 15<sup>th</sup>.</li><li>• Discussed the hardware review and that the team will purchase all materials prior to the CDR and leave it packaged so that if Orbital wants changes we can return parts.</li><li>• The team discussed UGRADS and if Steven will be attending so that he can see the prototype.</li><li>• Steven realized that he will be in Flagstaff on the 15<sup>th</sup> of February for the career fair. We either need to do the CDR here and need to be able to phone in to the other guys at Orbital. Need computer, projector, and telephone line. The other option is to travel to Phoenix on Tuesday the 13<sup>th</sup>.</li></ul>	Conference Call
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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	
Email Dr. Oman about CDR	Josh Smith	ASAP	

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