

MEETING MINUTES

Topic: Conference Call

Wednesday, October 19, 2017

4:00pm – 4:45pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine,

Please bring: Laptops, Individual Analysis

Executive Summary:

This meeting was called to make a conference call with Steven from Orbital. Steven was out of town so we spoke with Jerry about the teams individual analyses and the dates Orbital would like us to present our PDR. After the conference call the team discussed some of the dates they are free, but no decisions were made because Dan could not attend the meeting.

Table 1. Record of meeting.

4:00pm to 4:20pm	Conference Call with Jerry <ul style="list-style-type: none">• Josh gave Jerry an overview of how he intended the meeting to go and what material we wanted to cover• Gave Jerry an overview of the individual analysis topics that the team had.• Told Jerry we would try to select a design by next week• Jerry informed us that November 13th would be a good day for the PDR presentation around 1pm (Any day throughout the week of the 13th would work)• Important to send presentation on a CD or DVD if it is too large to email• Plan for about an hour of presentation and an hour of discussion.• Be prepared to present 3-4 good designs so that there are options for Orbital to see if they like any over others• Jerry said if we need anything 3D printed, let him know.	SBS
4:20pm to 4:40pm	Discussion about schedules <ul style="list-style-type: none">• Miriam has lab Monday• Brandon has lab Tuesday• Josh has lab Friday• Orbital has off Friday• Thursday, November 16, could be best option. Discuss with Dan	SBS

4:40pm to end	Plan for next meeting <ul style="list-style-type: none"> • The next meeting will be held Monday at 5:00pm in the Engineering Building • We will be meeting to set a date for the Orbital presentation and reviewing our progress on assigned tasks 	SBS
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Edit website	Dan Edmonds	10/24/17	
Individual Analysis	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	10/20/17	
Add sketched of Curtain Design	Brandon Cook	10/24/17	
Revise House of Quality and Engineering Requirements	Miriam Deschine	10/24/17	
Email Steven Weekly Update	Joshua Smith	10/20/17	
Talk to Jeremy about Functional Decomposition	Joshua Smith	10/24/17	

Next formal meeting: 10/23/17, Engineering, at 5:00pm.