

MEETING MINUTES

Topic: Plan Orbital Trip and Revision Questions

Monday, October 23, 2017

5:30pm – 7:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops

Executive Summary:

The purpose of this meeting was to sit down as a team and look at each team members schedule to determine the best date to drive to Orbital for the PDR presentation. It was determined that the best date is November 16th. The team emailed professors whose class they would be missing that day and began the process of getting an institutional excuse. The team also utilized this meeting time to discuss any questions they had on major revisions they felt should be shared with the team. The end of the meeting consisted of planning the tasks that need to be completed during the upcoming week to stay on track.

Table 1. Record of meeting.

5:30pm to 6:00pm	Discussed presentation date for Orbital <ul style="list-style-type: none">• Presentation needs to happen the week of November 13th.• Dan is free the 13th and the 16th, need to speak with Muzumdar about exam on the 16th because Monday is busy for Miriam and Brandon• Josh emailed David Willy reminding him of the dates we have in consideration for the Orbital presentation as requested.• Sent an email to Dr. Oman to see about getting an institutional excuse started	Capstone RM
6:00pm to 6:30pm	Discuss Report Revisions <ul style="list-style-type: none">• The team discussed the revisions together to come to an agreement on some larger revisions so one person is not making an executive decision for the team• Went through the report to discuss major changes.• Functional model decomposition missing figure needs to be looked into• Chapter 5 overview is one sentence. The team felt it needs more, but Dr. Oman and Jeremy left it alone so it was discussed whether it should be made longer. It will be made longer when we add the rest of chapter 5.	Capstone RM

6:30pm to 7:00pm	Planned the next weeks tasks <ul style="list-style-type: none"> • Dan should focus on the website to get it up to date with all of our documents so far. This includes meeting minutes, reports, presentations • Each person should make final revisions to the sections they had for the preliminary report • Need to come up with a prototype of a function our design should perform • The next meeting will be in the engineering building October 26 to work on prototyping 	Capstone RM
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Website Update	Dan Edmonds	10/31/17	
Final revision of preliminary report sections	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	10/31/17	
Email Dr. Oman, Muzumdar, and Willy	Josh Smith	ASAP	

Next formal meeting: 10/26/17, Engineering, at 2:00pm.