

# MEETING MINUTES

## Topic: Final Proposal

Thursday, November 2, 2017  
2:00pm – 6:00pm

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 prepare for the submission of the final report. The team discussed what items still need to be completed and decided who would be responsible for each task. Tasks that needed to be done as a team, such as creating a plan for testing procedures and design descriptions, were performed. The team created a general testing procedure list, and then broke down who would write a full description of each testing procedure. The team also created more drawings for the three top designs so that each team member had a better understanding of designs for the description and proposed design sections.

Table 1. Record of meeting.

<b>2:00pm to 2:30pm</b>	<b>Meeting Overview</b> <ul style="list-style-type: none"><li>Planned the actions that need to be completed during this meeting as well as prior to the presentation day and final proposal deadline</li><li>Typed up a list of tasks that need completed.</li><li>Decided what topics each team member would complete outside of the team meeting</li></ul>	Dub Rm 19
<b>2:30pm to 3:30pm</b>	<b>Testing Procedures</b> <ul style="list-style-type: none"><li>Josh opened the HoQ so that we can view the engineering requirements that need tested.</li><li>Brandon opened the preliminary report so that the engineering requirement descriptions could be viewed.</li><li>The team began deciding what engineering requirements the team could group to test at one time.</li><li>The team then brainstormed potential tests that could be conducted for each grouping of engineering requirements.</li><li>Miriam started an interesting discussion about her UV degradation research.</li><li>Dan talked about how we are going to analyze earthquake resistance and vibration dampening</li><li>Team discussed the use of hydraulic rams for deploying enclosures upward. This would need to be analyzed to select ram</li></ul>	Dub RM 19

<b>3:30pm to 4:45pm</b>	<b>Design Descriptions</b> <ul style="list-style-type: none"> <li>• The team took each of the three top ideas being considered and discussed why they are good designs. Talked about what works and what does not.</li> <li>• Sketched things out on the whiteboard</li> <li>• Discussed how we could implement hydraulics in our designs.</li> <li>• Discussed how wind will affect our structures, opened vs closed, from Dan's research</li> </ul>	Dub RM 19
<b>4:45pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>• The next meeting will be held Sunday at 5:30pm in the Engineering building</li> <li>• We will be meeting to work on the presentation, budget, schedule</li> </ul>	Dub RM 19

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Meeting Minutes	Brandon Cook	ASAP	
Website	Dan Edmonds	ASAP	
Executive Summary	Dan Edmonds	11/6/2017	
Testing Procedures-see team doc	Miriam Deschine Josh Smith Dan Edmonds Brandon Cook	11/6/2017	
Design Descriptions	Brandon Cook Miriam Deschine Josh Smith	11/6/2017	
Proposed Designs	Brandon Cook Miriam Deschine Josh Smith	11/6/2017	
Rough CAD	Brandon Cook Miriam Deschine Josh Smith	11/6/2017	
Email Steven and Gay Spivey	Joshua Smith	ASAP	

**Next formal meeting: 11/5/17, HLC, at 5:30pm.**