

MEETING MINUTES

Topic: Final Proposal Report Edit

Thursday, November, 2017

2:30pm – 6:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops, report section write ups

Executive Summary:

The purpose of this meeting was to review the final proposal report. The team edited the document together and identified things that need to be finished. The team agreed on sections of the report that they would finish by midnight the night before the report is due. Final edits and formatting of the report will be completed in intervals by each member of the team on Friday, November 10.

Table 1. Record of meeting.

2:30pm to 3:00pm	Individual Writing Questions <ul style="list-style-type: none">• The team took turns asking questions they had about the sections they were responsible for writing and the team provided feedback.• The cost of each design was discussed and very rough material cost estimates were made for the three designs• The team discussed the numbering of the testing procedures in the HoQ	Dub Rm 19
3:00pm to 3:40pm	Team Revision of the Report <ul style="list-style-type: none">• The team began at the top of the report and went through each section together.• Sections that were not quite completed were highlighted in yellow• Citations that need correcting were highlighted in pink• Unsupported claims or irrelevant information was deleted• Each design considered needs cited in the appendix• The design considered section needs prototype picture• Need CAD images and potentially an exploded view for Proposed design• Need basic BOM and cost of materials	Dub RM 19
3:40pm to 4:00pm	Plan to finish <ul style="list-style-type: none">• The team created a list of the sections that need to be finished and who was responsible for those sections•	Dub RM 19

4:00pm to end	Plan for next meeting <ul style="list-style-type: none"> The next meeting will be held Tuesday at 9:30AM in the Engineering Building We will be working on our presentation for ORbital 	Dub RM 19
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Website	Dan Edmonds	ASAP	
See To Do List 11.9	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	11/9/17	

Next formal meeting: 11/9/17, HLC, at 9:30am.