

MEETING MINUTES

Topic: Final Report Revision

Sunday, December 10, 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

Executive Summary:

The purpose of this meeting was to work on the final revision of the final proposal. The team looked over what needed to be addressed based on comments on the previous report. The team then divided up the tasks that needed to be completed and worked on them. By working on it as a group, we were able to get instant feedback on unclear topics.

Table 1. Record of meeting.

2:30pm to 3:00	Meeting Overview <ul style="list-style-type: none">We began by creating a list of things we want to accomplish in this meeting which included adding BOM, Pugh Chart Excerpts, Decision matrix excerpts, prototyping, and testing procedures, and removal of two designs that were not selected.	Dub Rm 30
3:00pm to 6:30pm	Group Revision <ul style="list-style-type: none">The team chose items off the to-do list to complete.Miriam created a BOM excerptJoshua created a Pugh Chart Excerpt and decision matrix excerpt for the design selected sectionDaniel worked on the testing procedures sectionCame up with a wind and water testCame up with a temperature test with HDPEDiscussed failure modes and designing one component to fail before others that would lead to easy repair and minimal damage.Brandon worked on the CAD and getting labeled images of the assembly in the open and closed positions. Parallel mates in SolidWorks made this a difficult process because the enclosure did not want to open.	Dub RM 30
6:30pm to end	Plan for next meeting <ul style="list-style-type: none">The next meeting will be held Monday at 11:00am in the capstone roomWe will be meeting to finish the final proposal revision	Dub RM 30

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	
Look over report sections	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	ASAP	

Next formal meeting: 12/11/17, Capstone, at 11:00am.