

MEETING MINUTES

Topic: Update Steven Conference Call

Thursday, December 14, 2017

4:00pm – pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops

Executive Summary:

The purpose of this meeting was to make a conference call with Steven to discuss the last couple weeks progress. The team informed him about the changes made to the design, the CAD package, and the price of a full scale design. Lastly, the team discussed with Steven when they would like to have the CDR presentation.

Table 1. Record of meeting.

4:00pm to 4:15pm	Meeting Overview <ul style="list-style-type: none">• The team went over what we wanted to talk to Steven about.• Update on progress• Refer him to the team Website• Discuss the CDR date and what we should have ready to present	Conference Call
4:15pm to 4:30pm	<ul style="list-style-type: none">• Josh told Steven about our full CAD package, the price based on the bill of materials, and the proposal• Steven was okay with the full scale price of \$52,000• Discussed that we are still looking into materials for alternatives• Talked about components of design, such as incorporating track and carbon fiber• CDR would be good to have the first two weeks of February sometime.• January 26 and February 9 would not be good for Orbital.• Josh proposed the 26th of January or the 1st of February• Discussed the prototype that we made• Cancelled the conference call on December 28	Conference Call
4:30pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held December 21• We will be discussing progress and what tasks need to be completed	Conference Call

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	

Next formal meeting: 12/21/2017, by phone, at 4:00pm.