

MEETING MINUTES

Topic: Hardware Review 2 and Midpoint Planning

Tuesday, February 27, 2018

5:30pm – 7:10pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops, carbon fiber

Executive Summary:

The purpose of this meeting was to plan the next two weeks leading to hardware review 2 and the midpoint report and presentation. This included the plan for the construction of the prototype now that all of the parts have been purchased. The team looked at the progress of the report up to this date. The team also looked over the rubrics for the midpoint presentation.

Table 1. Record of meeting.

5:30pm to 5:45pm	Meeting Overview <ul style="list-style-type: none">• The team created a list of topics to be discussed in the meeting: Hardware review 2, midpoint presentation, midpoint report, individual analysis, plan for build• Discussed carbon fiber poles that came in the mail and how they will be cut.• Decided the carbon fiber poles should be cut into sections to better represent the assembly of the full scale design.	Rm 321
5:45pm to 6:45pm	Plan for manufacturing <ul style="list-style-type: none">• Brandon should have all steel components welded by Monday so that assembly can happen next week if Valley Steel gets parts back by this Friday• Building will happen at Dan's house or Miriam's house.• Need to purchase all components beginning of week from Home Depot that haven't been bought• Side hinges and top rod needs bored and drilled in manufacturing lab Monday• Cut Carbon fiber into 12 2' sections and 4 1'6" sections• Need Miriam to get Pallets from Home Depot to build false launch pad• Generated shopping list for Home Depot	Rm 321
6:45pm to 7:00pm	Midpoint Report Planning <ul style="list-style-type: none">• Looked through sections that are added to existing report.• Testing and manufacturing• Need to update testing procedures• Revise completed report	Rm 321

7:00pm to end	Plan for next meeting <ul style="list-style-type: none"> The next meeting will be held Tuesday at noon at Miriam's house We will be meeting to manufacture the entire design 	Rm 321
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	
Individual Analysis	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	3/2/2018	
Manufacture all steel components	Brandon Cook	3/5/2018	
Cut Carbon Fiber	Josh Smith	3/5/2018	
Get Pallets and other things off Home Depot Shopping Cart	Miriam Deschine	3/5/2018	

Next formal meeting: 3/6/2018, Miriam's House, at 12:00pm.