

MEETING MINUTES

Topic: Midpoint Presentation

Tuesday, March 12, 2018

3:45pm – 5:15pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops, photos, ideas

Executive Summary:

The purpose of this meeting was to prepare for the midpoint presentation. This included looking through the rubric to ensure that all topics are discussed. The team also updated the budget and schedule to reflect current and future cost and planning. The team compiled all of the images of the construction and manufacturing processes. During the process of reflecting about the testing procedures to be done the team came up with a new test to determine how prone the fabric is to rips and tears.

Table 1. Record of meeting.

| | | |
|-------------------------|--|--------|
| 3:45pm to 4:00pm | Meeting Overview <ul style="list-style-type: none">• The team discussed their midpoint presentation.• Looked at the rubric to see what needed added to the presentation and what was good.• All images of the manufactured design were sent to Josh. | Rm 120 |
| 4:00pm to 5:00pm | Midpoint Presentation <ul style="list-style-type: none">• The team began to update the PowerPoint• The budget was updated• Material procurement updated• Gantt Chart and future schedule updated with specific dates, tests, and individuals responsible. Josh put information provided by the team into the chart.• Team needs to think of a way to simulate wind load for deflection testing.• Came up with an additional test for the fabric integrity and determining how easily fabric will tear. | Rm 120 |
| 5:00pm to end | Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held Tuesday, March 13.• We will be meeting to put the final touches on the midpoint presentation and practicing. | Rm 120 |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|----------------------------|------------------------|-----------------|----------------------|
| Meeting Minutes | Brandon Cook | ASAP | |
| Update Website | Dan Edmonds | ASAP | |
| Slide on wind analysis | Dan Edmonds | ASAP | |
| Slide on flexural analysis | Miriam Deschine | ASAP | |

Next formal meeting: 3/13/2018, Rm 19 of Dubois, at 1:30pm.