

# MEETING MINUTES

## Topic: UGRAD Poster and Testing Proof

Thursday, April 12, 2018

1:30pm – 3:30pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds, Dr. Oman

Please bring: Laptops, Structure

### Executive Summary:

The purpose of this meeting was for the team to meet with Dr. Oman to conduct the final testing proof of the design. The team showed Dr. Oman that the structure is complete and functions as well as reviewed the tests conducted and engineering requirements met. After the final testing proof meeting, the team worked on completing the UGRADS poster.

Table 1. Record of meeting.

<b>1:30pm to 2:30pm</b>	<b>Testing Proof</b> <ul style="list-style-type: none"><li>• The team showed Dr. Oman the enclosure in the deployed position.</li><li>• Dr. Oman asked if the top fabric could be sewn for the new top before UGRADS for half of the enclosure.</li><li>• At UGRADS have fabric on one half of the structure for visual effect.</li><li>• The team took down half of the structure to show Dr. Oman that the design functions.</li><li>• Dr. Oman would like some type of lock for an extra safety at UGRADS.</li><li>• The team fully disassembled the enclosure due to the high wind gusts.</li></ul>	Miriam's House
<b>2:30pm to 3:20pm</b>	<b>UGRADS Poster</b> <ul style="list-style-type: none"><li>• The team opened the UGRADS outline to make changes.</li><li>• New sections were added to the poster and the team came up with the final format they like.</li><li>• The team decided what information they would like to include in each section</li><li>• The sections were then divided so that each member was responsible for a different part.</li></ul>	Miriam's House
<b>3:20pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The next meeting will be held Monday, 4/16/18.</li><li>• We will be meeting to make final adjustments to the poster before submitting.</li></ul>	Miriam's House

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	
Final Design and Testing Section	Brandon Cook	4/13/18	
Analytical and Results Sections	Joshua Smith	4/13/18	
Project Goals and Reference Section	Miriam Deschine	4/13/18	
Design Process Section	Dan Edmonds	4/13/18	
Individual tasks since Hardware Review 2 writeup and all pictures of testing	Dan Edmonds Miriam Deschine Joshua Smith Brandon Cook	4/13/18 at noon	

**Next formal meeting: 4/16/18, Engineering, at 3:35pm.**