

MEETING MINUTES

Topic: Assembly Manual and UGRADS Presentation

Wednesday, April 18, 2018

3:45pm – 5:00pm

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 finalize the UGRADS poster to be printed and work on the assembly manual. The team finished the poster and divided the remainder of the assembly manual up into parts to be completed by members of the team.

Table 1. Record of meeting.

3:45pm to 4:15pm	Meeting Overview <ul style="list-style-type: none">• Meeting began by making the finishing touches to the UGRADS poster based on the recommendations made by Dr. Oman.• This included changing the NAU logo and adding a Testing introduction and other small changes.	Rm 120
4:15pm to 5:00pm	Assembly Manual <ul style="list-style-type: none">• The team looked through the assembly manual to see what needed to be added.• The images for each step need to be added.• Miriam will take the images.• The steps were revised to make sure that they are all correct.	Rm 120
5:00pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held Monday, the 23rd.• We will be meeting to work more on the presentation for UGRADS and do final touches on the structure	Rm 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Meeting Minutes	Brandon Cook	ASAP	
Update Website	Dan Edmonds	ASAP	
Write Assembly manual	Brandon Cook		
Build new top for structure	Dan Edmonds		
Take pictures for assembly manual	Miriam Deschine		
Presentation and print poster	Joshua Smith		

Next formal meeting: 4/23/2018, Engineering, at 4:00pm.