

# MEETING MINUTES

## Topic: Poster and Assembly Manual Draft

Wednesday, April 4, 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 for the team to finalize the plans for the testing procedures that still need to be completed. The team also agreed that next Thursday would be the best time for everyone to meet for the final testing proof. The team utilized this meeting to discuss what to include in the draft of the poster and the assembly manual as well.

Table 1. Record of meeting.

<b>3:45pm to 4:00pm</b>	<b>Meeting Overview</b> <ul style="list-style-type: none"><li>• Discussed emails from client regarding UGRAD attendance.</li><li>• Steven would like it if we could have the presentation after 10:30am</li><li>• Miriam said she will have fabric finished by Friday the 6<sup>th</sup> of April for testing</li><li>• Outlined that this meeting will be about the testing procedure, poster draft, assembly manual draft</li></ul>	Rm 120
<b>4:00pm to 4:20pm</b>	<b>Testing procedures and proof</b> <ul style="list-style-type: none"><li>• The team discussed what day we should sign up for the final testing proof. Tuesdays and Thursdays work best. Agreed first choice is Thursday the 12<sup>th</sup> after 11:30am and second choice is Tuesday the 10<sup>th</sup> after 11:30am.</li><li>• Need to address overextending the main arches using pins as stops for the down position and up position</li><li>• For flow test, use smoke and a fan to blow smoke through enclosure to visualize.</li><li>• For permeability test use oil catch pan and piece of fabric to measure more easily. Spray enclosure as well to check for major leaks.</li><li>• Meet at 10 on Friday the 6<sup>th</sup> for testing</li></ul>	Rm 120
<b>4:20pm to 4:40pm</b>	<b>Drafting Outline for Poster</b> <ul style="list-style-type: none"><li>• Josh will send Brandon the abstract for the Poster draft.</li><li>• Acknowledge AZ Sun Supply, Orbital, Dr. Oman, Tuchscherer</li><li>• Include images of structure in CAD vs. Actual, RISA 3D</li></ul>	Rm 120

	<ul style="list-style-type: none"> <li>• Include testing procedures and data, some form of timeline, team information, customer needs to engineering requirements</li> </ul>	
<b>4:40pm to 4:50pm</b>	<b>Drafting Outline for Assembly Manual</b> <ul style="list-style-type: none"> <li>• Steps of assembly, operation, trouble shooting for assembly and for operational.</li> <li>• Include launch pad preparation</li> <li>• Email Dr. Oman and ask Steven if they would like an assembly manual for the scaled model or the full sized model because they are slightly different.</li> <li>• Section document as makes sense</li> </ul>	Rm 120
<b>4:50pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>• The next meeting will be held Friday the 6<sup>th</sup> at Miriam's house.</li> <li>• We will be meeting to begin performing testing procedures.</li> </ul>	Rm 120

**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	
Draft of Poster and Assembly manual	Brandon Cook	4/6/18	

**Next formal meeting: 4/6/18, Miriam's House, at 10:00am.**