

MEETING MINUTES

Topic: Preliminary Report

Sunday, September 24, 2017

6:00 pm – 8:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Laptops, preliminary report items

Executive Summary:

This meeting was called with the purpose of discussing the preliminary report sections assigned last meeting and constructing the House of Quality. The team began by explaining what they accomplished and inserting their sections into the team document. Missing target values were established so that Miriam could finish Chapter 2 of the report. The team spent the second half of the meeting building the house of quality in Excel and providing rankings to fill it in.

Table 1. Record of meeting.

6:00pm to 6:30pm	Meeting Introduction <ul style="list-style-type: none">We began by discussing each members section of the preliminary report.Each member placed their completed work into the team's shared google doc	Cline Library
6:30pm to 7:30pm	Preliminary Report <ul style="list-style-type: none">Miriam needed target values in order to complete the requirements section. The team discussed missing target values.Customer Needs and Engineering Requirements that received zero rankings from Orbital ATK were eliminated.It was decided that allowing enough space for a vehicle to drive around the launch vehicle would result in an enclosure footprint of 16m in diameter.	Cline Library
7:30pm to 9:00pm	House of Quality <ul style="list-style-type: none">Dan pulled up the House of Quality template from BBLearn, but noticed it is missing the ceiling and benchmarking.Josh had a house of quality from a previous project that we were able to edit because it included all the necessary parts.Miriam updated the HoQ with our customer needs and engineering requirements	Cline Library

	<ul style="list-style-type: none"> • The team began ranking the relationships between customer needs and engineering requirements • The team determined positive or negative correlations between engineering requirements 	
9:00pm to end	Plan for next meeting <ul style="list-style-type: none"> • The next meeting will be held at the Engineering computer cafe at 7:00pm • The team will be beginning the process of drafting design ideas 	Cline Library

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Revise preliminary report sections	Brandon Cook, Miriam Deschine, Dan Edmonds, Joshua Smith	10/1/17	
Designs considered Writeup	Josh Smith	10/1/17	
Design Selected Writeup	Miriam Deschine	10/1/17	
3 Design Write Ups	Brandon Cook	10/1/17	
3 Design Write Ups	Dan Edmonds	10/1/17	
2 Design Write Ups	Joshua Smith	10/1/17	
2 Design Write Ups	Miriam Deschine	10/1/17	
Launch Team Website	Dan Edmonds	10/1/17	

Next formal meeting: 9/26/17, Engineering Computer Cafe, at 7:00pm.