

MEETING MINUTES

Topic: Design Brainstorming

Tuesday, September 26, 2017

6:30 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, Markers, Ideas

Executive Summary:

A team meeting was called in room 119 of the engineering building to begin concept generation. The team utilized the white boards to sketch ideas. By sketching concepts as a team, we were able to provide suggestions and feedback on each other's ideas to improve upon them. It also prevented any overlap in concepts so that we created many unique solutions. The team divided the sketches evenly so that professional drawings and discussions can be made for the report. The team spent the last of the meeting discussing what deliverables need to be completed by the next meeting on Sunday, 9/27/2017.

Table 1. Record of meeting.

6:30pm to 7:45pm	Design Generation <ul style="list-style-type: none">• The team began sketching ideas on the whiteboards• The team was able to bounce ideas off of each other to improve on each other's ideas.• After several ideas were sketched the team agreed who would do detailed drawings for each sketch	Engineering RM 119
7:45pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held at the Cline Library at 2:00pm• We will make the preliminary presentation• We will finalize the preliminary report• We will determine the final design	Engineering RM 119

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	
Prepare Budget	Miriam Deschine	10/1/17	

Next formal meeting: 10/1/17, Engineering Computer Cafe, at 2:00pm.