

MEETING MINUTES

Executive summary: This meeting was held in the EGR building in the capstone room at 6:49 till 8:34. All members were present. Colin was informed on the new announcements made by Dr. Lee about more team meetings, more drawings, and information about Sandia requirements. There were no individual reports for this meeting. During this meeting, the team discussed the action items from last week, what classwork was due this week, and looked into future reports.

Announcements:

- Dr. Lee would like for all of us to draw more drawing that integrate a thermal couple and electrical wires
 - Drawings are due to him by Wednesday
 - Will hold a meeting in the EGR building at 6pm with all members and Dr. Lee
- Dr. Lee announced that Sandia must check any displays and presentations before they are presented to the public (this may include class presentations)

Individual Report

- N/A

Team discussion

- Discuss action item from last week
 - Kirsten still needs to start Team Memo
 - Dalton has completed all of his action items
 - Nikki needs to still develop mini Gantt, and help Kirsten with team memo
 - Colin has completed all his action items
 - Both Nikki and Kirsten are on track to complete their actions items before Tuesday 10/11/17
- Colin begins to edit the Printed Preliminary Report
- Nikki works on setting up the website
- Dalton works on creating the analytical memo
- Kirsten works on the meeting minutes write-up
- Discuss the requirements for the next report and presentation
 - When is the presentation due?
 - Do we need to discuss any changes in customer requirements within the presentation?
 - Can we use the backbone of our preliminary report for our Final report?
- Get a lot of help from Mark on coding our website

Date: 10/10/17

- Compress html file and upload to google drive
- Draw and compare new drawings for Dr. Lee with each other

Action Items

Dalton:

- Create CAD drawing for Dr. Lee by Saturday 10/14/17
- Edit preliminary report
- Continue to work on Analytical Analysis

Nikki:

- Continue to launch website
- Edit preliminary report
- Help Dalton with Analytical Analysis

Colin:

- Turn in edited preliminary report by Friday 10am
- Create memo with information about changes to preliminary report

Kirsten:

- Work on website with Nikki to create working links to the main webpage, the Documents page, the Meet the Team page, and the Gallery page
- Implement changes made to preliminary report
- Edit Preliminary report