

# MEETING MINUTES

## Topic: Week 6 Task List

Thursday, October 5, 2017

9:00am – 11:00am

Minutes recorded by Dustin Branges

Meeting called by Daniel Johnson

Attendees: Kalli Albright, Kaitlyn Barr, Dustin Branges, Daniel Johnson

Please bring: A positive attitude and completed work

### Executive Summary:

This reports serves the purpose of recording the minutes of the third official team meeting for the DASL UAV Antenna. In this meeting the team finalized their design decision, created a computer made functional model and made the final formatting changes to the preliminary report. The team then researched and began ordering the necessary parts for the project, specifically the arduino micro controller components.

Table 1. Record of meeting.

<b>9:00pm - 9:15pm</b>	<b>Recap of Last Meeting/Plans for Today</b> <ul style="list-style-type: none"><li>• Team members showed completed assignments</li><li>• Recap of presentation given on Tuesday (10/2)</li><li>• Conveyed tasks to be completed during meeting</li></ul>	EGR 108
<b>9:15pm - 10:40pm</b>	<b>Discussion of Decision Matrix</b> <ul style="list-style-type: none"><li>• Decide upon criteria<ul style="list-style-type: none"><li>◦ Mixture of customer needs and engineering requirements team found most important</li><li>◦ Weighting of criteria</li></ul></li><li>• Score each design<ul style="list-style-type: none"><li>◦ Select designs to score (1-4)</li><li>◦ Further discussion of what each design entails</li><li>◦ Scoring of designs</li><li>◦ Final results seen in decision matrix in preliminary report</li></ul></li></ul>	EGR 108
<b>10:40pm - 11:00pm</b>	<b>Purchasing parts &amp; cost research</b> <ul style="list-style-type: none"><li>• Purchased Arduino Pro Mini 5v, FTDI cable and MF, MM, FF jumper wires</li><li>• Identified potential motors from McMaster-Carr</li></ul>	EGR 108

<b>11:00pm-11:15pm</b>	<p><b>Assign Action Items</b></p> <ul style="list-style-type: none"> <li>• Must be completed by class on Tuesday (10/10)</li> <li>• Kalli <ul style="list-style-type: none"> <li>○ Finalize functional model for preliminary report</li> <li>○ Final editing of preliminary report</li> </ul> </li> <li>• Kaitlyn <ul style="list-style-type: none"> <li>○ Finalize decision matrix for preliminary report</li> <li>○ Final editing of preliminary report</li> <li>○ Final formatting of preliminary report</li> </ul> </li> <li>• Daniel <ul style="list-style-type: none"> <li>○ Begin Analytical Analysis for team memo</li> <li>○ Finalize design research section</li> <li>○ Final editing of preliminary report</li> </ul> </li> <li>• Dustin <ul style="list-style-type: none"> <li>○ Continue purchasing parts for the arduino</li> <li>○ Finalize design research section</li> <li>○ Final editing of preliminary report</li> </ul> </li> </ul>	EGR 108
<b>11:15pm-11:20pm</b>	<p><b>Plan Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Introduction to arduino coding</li> <li>• Begin CAD package <ul style="list-style-type: none"> <li>○ Antenna</li> <li>○ Bracket</li> <li>○ System Components</li> </ul> </li> <li>• As always, come prepared to the next meeting with all assigned tasks completed</li> </ul>	EGR 108

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Finalize functional model for preliminary report	Kalli Albright	10/06/17	
Finalize decision matrix for preliminary report	Kaitlyn Barr	10/06/17	
Finalize design research section of preliminary report	Dustin Branges and Daniel Johnson	10/06/17	
Final formatting of preliminary report	Kaitlyn Barr	10/06/17	
Final editing of preliminary report	All	10/06/17	
Continue purchasing arduino parts	Dustin Branges	10/010/17	
Begin analytical analysis team memo	Daniel Johnson	10/10/17	

**Next formal meeting: 10/09/17 Engineering Building Room 108 at 2:00**