MEETING MINUTES

Topic: Week 7 Task List

Thursday, October 5, 2017
9:00am – 11:00am

Minutes recorded by ___Kalli Albright___

Meeting called by ___Dustin Branges_____

Attendees: ___Kalli Albright, Kaitlyn Barr, Dustin Branges, Daniel Johnson_

Please bring: _____A positive attitude and completed action items___

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.

5:30 - 5:45pm	**Progress of Action Items** ● Preliminary report done ● Dustin purchased the arduino pro mini 5V, FTDI cable, RTC module, and a data logger module, and soldered headers to the arduino	EGR 120
5:45 - 5:55pm	**Discussion of Analytical Analysis Team Memo** ● Need clarification of what this memo is. There is a description for Individual Analytical Analysis on BBLearn, but nothing about a team memo. ● Email Dr. Oman and Jeremy Cook for more information	EGR 120
5:55 - 6:10pm	**Discussion of Tasks for Next Report/Presentation** ● Sections added to the next report: 　○ Testing procedures 　○ Design description 　○ Proposed design - with all necessary resources included ● Sections to add to the next presentation: 　○ Design description 　○ Design requirements	EGR 120

6:10-6:20pm	**Discuss Website**
	● Things needed for the website now:
	   ○ Home page
	   ○ Project information page
	   ○ Documents page
	   ○ Meet the team
	   ○ Gallery
	● Dustin has experience in Dreamweaver so he will be leading the website development
	● Begin the site as a group
		EGR 120

6:20-7:55pm	**Team Editing of the Preliminary Report** ● Two copies of the report to be edited ● Combine edits on to one report ● After careful consideration, the team decided on an overall	EGR 120

7:55 - 7:45pm	**Assign Tasks/Plan Next Meeting**
	● Dustin
	   ○ Research/play with arduino
	   ○ Start basic website due Friday
	   ○ Peer Eval
	● Kaitlyn
	   ○ Implement edits into report
	   ○ Help Dustin with the website
	   ○ Peer Eval
	● Kalli
	   ○ Work on analytical analysis team memo
	   ○ Peer Eval
	● Daniel
	   ○ Work on analytical analysis team memo
	   ○ Peer Eval
		EGR 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Construct Initial Website	Dustin Branges Kaitlyn Barr	10/13/17	10/13/17
Analytical Analysis Team Memo	Kalli Albright Daniel Johnson	10/13/17	10/13/17
Peer Evals	All	10/13/17	10/13/17
Continue Arduino research	Dustin Branges	10/17/17	10/17/17
Add Edits in Preliminary Report	Kaitlyn Barr	10/17/17	10/17/17

Next formal meeting: 10/16/17 Engineering Building Room 120 at 5:00