

# MEETING MINUTES

## Topic: Week 9 Task List

Thursday, October 24, 2017

5:30am – 6:30am

Minutes recorded by  Kalli Albright

Meeting called by  Kalli Albright

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.**

<p><b>5:30 - 5:45pm</b></p>	<p><b>Discussion of Progress</b></p> <ul style="list-style-type: none"> <li>• Kalli             <ul style="list-style-type: none"> <li>○ Finished analytical analysis</li> <li>○ Detailed design of sketch to be changed due to the client input</li> </ul> </li> <li>• Kaitlyn             <ul style="list-style-type: none"> <li>○ Finished analytical analysis</li> <li>○ Sent Dustin professional pictures for the website</li> </ul> </li> <li>• Dustin             <ul style="list-style-type: none"> <li>○ Finished analytical analysis</li> <li>○ Continued work on website</li> <li>○ Finished original CAD prototype</li> </ul> </li> <li>• Daniel             <ul style="list-style-type: none"> <li>○ Finished analytical analysis</li> <li>○ Detailed design description changed due to client input</li> </ul> </li> </ul>	<p>EGR 108</p>
<p><b>5:45 - 6:10pm</b></p>	<p><b>Discussion of Meeting with Dr. Shafer</b></p> <ul style="list-style-type: none"> <li>• Proposed our 1st prototype, his inputs are as follows:             <ul style="list-style-type: none"> <li>○ The long beams won't be usable due to expected crashes of the UAV (They would break easily)</li> <li>○ He was originally thinking of a linkage system more like Design 4 in our brainstorming</li> <li>○ He would like a bottom modular panel as well, this opens</li> </ul> </li> </ul>	<p>EGR 108</p>

	<ul style="list-style-type: none"> <li>○ up the option of mounting the antenna to the bottom rather than the top</li> <li>○ If a bottom modular panel is added, slots can be cut allowing more rotations</li> <li>● Dustin can get help from Gabriel Vega if needed for the communication to the raspberry pi</li> </ul>	
<b>6:10 - 6:40pm</b>	<p><b>Discuss New Design</b></p> <ul style="list-style-type: none"> <li>○ Dustin and Kaitlyn describe what Dr. Shafer proposed to incorporate in the new design (short durable parts, possibly a collapsible system)</li> <li>○ The team analyzed the current plan B (Design 4) and found a few issues</li> <li>○ A new design was proposed for a similar linkage system. It will consist of more of a scissor linkage system to incorporate the input of a collapsible system from the client</li> </ul>	EGR 108
<b>6:40-6:55pm</b>	<p><b>Assign Tasks/Plan Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Create a Prototype <ul style="list-style-type: none"> <li>○ Due to input from the client, the 1st design will be scrapped.</li> <li>○ We will use Design 4 from the preliminary report as it more closely matches the client's needs</li> <li>○ Daniel will create a new CAD model for this design</li> <li>○ Kaitlyn will create the prototype based on Daniel's CAD model and have it ready for class</li> <li>○ Kalli will come up with the final description for the new design proposal</li> </ul> </li> <li>● Website <ul style="list-style-type: none"> <li>○ Dustin will update photos for the website</li> <li>○ Dustin will add all up to date documents to the website</li> </ul> </li> </ul>	EGR 108

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Create new CAD model	Daniel Johnson	10/27/17	
Form new design description	Kalli Albright	10/30/17	
Create new prototype	Kaitlyn Barr	10/30/17	
Update personal information and add all up to date documents to website	Dustin Branges	10/30/17	
Come up with basic testing procedures	Kalli Albright	10/30/17	

Begin estimated bill of materials based on new design	Dustin Branges Daniel Johnson	10/30/17	
Plan next meeting with the client	Kaitlyn Barr	10/30/17	
Update Gantt Chart from what we have done this semester	Kaitlyn Barr	10/30/17	

**Next formal meeting: 11/2/17 Engineering Building Room 108 at 2:00pm**