**Meeting Agenda**

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| --- | --- |
| Start Meeting | Monday, at home - virtual meeting  1:30pm-3:30pm  Attendees:   * A. Acosta * S. Almarzouqi * S. Armstrong * K. Barroso * S. Sprauer * Dr. Trevas |
| Upcoming Assignments | **Actions/Notes:**   * Complete Surveys sent out by Dr. Bowman * Discuss upcoming assignments and project goals   + Operation/Assembly Manual     - May 1, 2020   + Final Website Check     - May 4, 2020   + Client Handoff     - May 6, 2020   + Final Report     - May 7, 2020   + Final CAD Package     - May 7, 2020?   + Final Peer Eval     - May 7, 2020 |

**Notes:**

**Client Handoff (Karissa)**

Teams are required to provide proof that their client's have received their project, the

Operation/Assembly manual, and the final report. (email screenshot is probably ok)

**Operation & Assembly Manual**

Teams will create a detailed manual that includes assembly/disassembly, operation, and

maintenance instructions as well as a troubleshooting section for potential failures and how to mitigate them.

**Final Website Check (Andrew)**

Active link with fully complete website.

**Final CAD Package (Sam)**

Due date is wrong on BBLearn?

Submit final CAD files and drawings.

**Final Report (Should do this asap to get approval of the final report for the website check!)**

Teams will compile the memos from this semester with the reports from ME 476C to

create a final report that documents the entire design process the team went through.

**Action List**

Sultan

* Final Report - Manufacturing
* Op Manual - Tower Frame Assembly

Andrew

* Complete Final Website Check
* Final Report - Manufacturing/Assembly
* Op Manual - Base ASsembly

Sam

* FInal CAD Package
* Final Report - CAD
* Op Manual - Linear actuator/drill/caching Assembly

Karissa

* Compile Final documents for website check
  + Will need to send final report to Dr. Bowman for review before uploading to website
* Client Handoff Proof
* Final Report - Old report editing
* Op Manual - Reboot and Operation

Scott

* Final Report - Arduino
* Op Manual - Coding/Arduino Programming

**DISCLAIMER**

This work was created in partial fulfillment of Northern Arizona University’s Capstone Course “ME 486C″. The work is a result of the Psyche Student Collaborations component of NASA’s Psyche Mission ([https://psyche.asu.edu](https://psyche.asu.edu/)). “Psyche: A Journey to a Metal World” [Contract number NNM16AA09C] is part of the NASA Discovery Program mission to solar system targets. Trade names and trademarks of ASU and NASA are used in this work for identification only. Their usage does not constitute an official endorsement, either expressed or implied, by Arizona State University or National Aeronautics and Space Administration. The content is solely the responsibility of the authors and does not necessarily represent the official views of ASU or NASA.