

# MEETING MINUTES

## Topic: Fan Flyer Meeting 2

Tuesday: 19/2/2019

Meeting called by: Faisal Almutairi

Minutes completed by : Christian Riggs

**Attendees: (All Team Members), David Willy, Brandon Begay**

**Please bring:** QFD, Black Box, Functional Model, and Spec table;

**Executive summary:**

Key items discussed in the meeting, is to present the information that we have gathered over the first few courses of the semester. The spec table of different linear actuators and narrowing down a list of ideas for the actuator that we will design. Describe the Black box and the functional model and how they are spread out. The QFD review and a discussion of concept generation.

	<b>Introductions</b> <ul style="list-style-type: none"><li>○ Run down on the information that Jim Corning has provided and a better idea of what we are creating in the capstone</li></ul>	5 Minutes
	<b>Research</b> <ul style="list-style-type: none"><li>• Discussion of the QFD and getting it checked off by Instructor and GTA.</li><li>• Overview of the spec table and different actuators that we have found.</li><li>• The black box table and what we have done for each components and task.</li><li>• Functional Model and how the system will be working down to the sub system.</li><li>• Concept generation</li></ul>	13 Minutes
	<b>Conclusion</b> <ul style="list-style-type: none"><li>• Feed back on the group and the items that we have put forward</li></ul>	2 minutes

Upcoming requirements: 1) Get in contact with the Project Client and give an update of the items that we found.  
2) Working on the project report and filling out sections that can be filled out now.  
3) Work on the presentation and collaborate with instructor and GTA to give a better presentation.