

MEETING MINUTES

Topic:

Date: 2/18/19

Time: 2:15pm

Location: Dub Rm 30

Minutes recorded by: Chadrick Jennings

Meeting called by: Seth Chad

Attendees: Chad Jennings, Nicholas Norris, Seth Mabas, Noah Wick

Table 1. Record of meeting.

Time	Description	Location:
2:15-2:35	The team discussed Goals for the report and presentation <ul style="list-style-type: none">• have literature review done before friday• start the presentation outline following the rubrik	EGR 323
2:35-2:55	discuss upcoming staff meeting #1 from rubrik <ul style="list-style-type: none">• Presentation issues<ul style="list-style-type: none">○ Speak about the QDF in more detail or during presentation address that there is more in appendix• QDF iterations<ul style="list-style-type: none">○ iterations seem complete○ target values and tolerances need more research	EGR 323
2:55-3:10	#2 delegating work for report <ul style="list-style-type: none">• this has been completed is in tasks	EGR 323
3:10-3:25	#3 problem decomp <ul style="list-style-type: none">• The decomp has been tasked with the lit reviews and benchmarking• The team feels confident in their own decomp	EGR 323
3:25-3:35	concept gen has been completed by our literature reviews pugh matrices will be created to quantify their characteristics	Dubois Rm 30

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
concept generation (pumps, casting) literature review (pumps, casting) concept selection (pumps, casting) benchmarking (pumps, casting) rational pugh matrix (pumps, casting)	Seth	3/1/19	3/3/19
literature review (materials) benchmarking (full systems) functional decomp concept generation (full system, materials) concept selection (materials) editor pugh matrix (materials)	Noah	3/1/19	3/3/19
requirements(er's, cr's HoQ) lit review (sensors) benchmarking (sensors) concept gen (sensors) concept selection (sensors) pugh matrix (sensors)	Chadrick	3/1/19	3/3/19
background lit review (GUI) Benchmarking (GUI) con gen. (GUI) con selection(GUI) pugh matrix (GUI)	Nicholas	3/1/19	3/3/19

Next formal meeting: Thursday 1/31/19