

# MEETING MINUTES

## Topic:

**Date:** 2/18/19

**Time:** 2:15pm

**Location:** Dub Rm 30

**Minutes recorded by:** Seth Mabes

**Meeting called by:** Nicholas

**Attendees:** Chad Jennings, Nicholas Norris, Seth Mabes, Noah Wick

**Table 1. Record of meeting.**

<b>Time</b>	<b>Description</b>	<b>Location:</b>
<b>4:05-4:15</b>	Team talking to willy about QFD iterations durgin staff meeting <ul style="list-style-type: none"><li>• selecting target values and tolerances<ul style="list-style-type: none"><li>◦ set them loose</li></ul></li></ul>	DUBOIS 30
<b>4:15-4:20</b>	Discuss report duties <ul style="list-style-type: none"><li>• break down in tasks</li></ul>	DUBOIS 30
<b>4:20-4:30</b>	Discuss functional model <ul style="list-style-type: none"><li>• explain how subsystem concepts were generated<ul style="list-style-type: none"><li>◦ pugh matrix</li></ul></li><li>• Exit Willy</li></ul>	DUBOIS 30
<b>4:30-4:40</b>	Remainder of class generate functional model <ul style="list-style-type: none"><li>• break down subsystems into flow chart</li><li>• describe how each model affects the system</li></ul>	DUBOIS 30
<b>4:45-6:00</b>	after class <ul style="list-style-type: none"><li>• continue functional decomp.</li><li>• finalize ER's to send to client</li><li>• talk about tolerances<ul style="list-style-type: none"><li>◦ how to decide them</li></ul></li><li>•</li></ul>	DUBOIS 30

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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 3/4/19**