

# MEETING MINUTES

## Topic: Staff Meeting

Tuesday, January 28, 2020

9:35 am –10:00 am

Minutes recorded by Jacob

Meeting called by Zack

Attendees: Jacob, Richard, Jackie, Zack, Scott (GA)

Please bring: Self and questions to ask client

Table 1. Record of meeting.

<p><b>9:35 am – 9:45 am</b></p>	<p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>• Project Manager Intro</li> <li>• Budget Liaison intro</li> <li>• Doc Mngr/Website Dev Intro</li> <li>• Client/General Atomics Intro               <ul style="list-style-type: none"> <li>-Scott Miller (test and integration group)</li> <li>-Robert Baltz (Senior test engineer)</li> </ul> </li> </ul>	<p>W.A Franke Rm 115</p>
<p><b>9:45 am to 9:55 am</b></p>	<p><b>Overview of CubeSat and Concept (Richard)</b></p> <ul style="list-style-type: none"> <li>• <b>Budget</b> <ul style="list-style-type: none"> <li>-Coordinating internally and have not set a budget yet</li> <li>-Budget should be allocated to 3D printed model</li> </ul> </li> <li>• <b>Client give overview of CubeSat/fixture</b> <ul style="list-style-type: none"> <li>-Deadlines: (Early February) SRR, (Feb 7) PDR, (May) CDR, ( ) Test Readiness Review</li> </ul> </li> <li>• <b>Team clarify the function of mounting fixture</b> <ul style="list-style-type: none"> <li>-Holding Payloads and/or various types</li> </ul> </li> <li>• <b>Team ask about operating procedure</b> <ul style="list-style-type: none"> <li>-Test in lab, engineering development unit, run emulation with the flight computer and run basic functionality/entire scenario, fixture operating on air bearing, Helm Holtz coil test area for operation 2<sup>3</sup> m<sup>3</sup></li> <li>-fixture would need to accommodate and reposition CG of assembly</li> <li>-should consider access for diagnostics</li> <li>-Primary Stakeholders– MEs, EEs, test engineers, senior managers</li> </ul> </li> <li>• <b>Team discuss requirements and establish CN</b></li> </ul>	<p>W.A Franke Rm 115</p>

	<p>-Most requirements outlined on project description          -Units: MMGS          -Weight max for air bearing: 80 kgs          -Do not need to account for deployable on CubeSat</p> <ul style="list-style-type: none"> <li>• <b>Group establish scope of project</b> <ul style="list-style-type: none"> <li>-hardware for diagnostic could add another force</li> <li>-will just focus on the fixture and integrating/designing for that test procedure</li> <li>-May design for different vehicle types</li> </ul> </li> <li>• <b>Team discuss current design challenges</b> <ul style="list-style-type: none"> <li>-3d printed model so all interfaces can be demonstrated with a printed satellite</li> <li>-Current model does not move the CG</li> <li>-Current model will fall off the test stand</li> <li>-Durable adjustable design</li> <li>-Optimizing space and weight is difficult</li> <li>-Planetary System Corporation for dispenser information</li> </ul> </li> </ul>	
<p><b>9:55 am to 10:45 am</b></p>	<p><b>Plan for next meeting</b></p> <ul style="list-style-type: none"> <li>• WebX for TeleCOMM meeting</li> <li>• Will be sent templates for deliverables</li> <li>• Need to establish regular meeting times and bi-weekly client meetings</li> <li>• Scott – <a href="mailto:scott.miller@GA.com">scott.miller@GA.com</a>            Phone office 256-428-1219            Work 256-701-2548</li> <li>• Rober – <a href="mailto:Robert.baltz@GA.com">Robert.baltz@GA.com</a></li> <li>• Phone work 256-490-5372</li> <li>• John Turner – <a href="mailto:john.c.turner@GA.com">john.c.turner@GA.com</a></li> <li>• Email cc's: Robert, Scott, and Geno</li> <li>• Microsoft Project</li> </ul>	<p>W.A            Franke            Rm 115</p>

**Next formal meeting with client: SSR review (format for GA), Week of Feb 2, potentially Thursday afternoon or Friday**

**Next meeting with Team: Thursday (01/30) 5:30 pm**