

MEETING MINUTES

Topic: Concept Generation

Tuesday, February 11, 2020

9:30 am – 11:00am am

Minutes recorded by __Zack__

Meeting called by ____Jackie_____

Attendees: __Jacob, Richard, Jackie, Zack_____

Please bring: _____Laptops/brains_____

Table 1. Record of meeting.

9:30 am to 10:00 am	Discussion of Morphological Matrix <ul style="list-style-type: none">• The team started coming up with sub-functions for a morphological matrix to come up with concepts• The team looked at the customer needs and engineering requirements to come up with ideas for sub-functions	EGR 3 rd Floor Study Room
10:00 am to 10:30 am	Discussion of Concept Generation <ul style="list-style-type: none">• The team came up with a plan to develop ideas for each sub-function of the morphological matrix.• The ideas need to be finished by Thursday to show Dr. Trevas• The ideas from the morphological matrix will be combined to form design alternatives	EGR 3 rd Floor Study Room
10:30 am to end	Plan for next meeting <ul style="list-style-type: none">• By Thursday, we need to have the morphological matrix complete.• Before the next team meeting, the team will compile the ideas from the matrix into design alternatives• These design alternatives will be scored in the next meeting by using a decision matrix	EGR 3 rd Floor Study Room

Next formal meeting: 2/13/20, room 323,Engineering Building, at 9:30am.