

MEETING MINUTES

Topic: Preliminary Design Report

Tuesday 03/10/2020

9:30 am – 11:00 am

Minutes recorded by: Jacob Belin

Meeting called by: Richard Campos

Attendees: Jackie, Zack, Richard

Please bring: Computers

Table 1. Record of meeting.

9:30 am – 9:40 am	Project Update <ul style="list-style-type: none">• Updates from Zack about GA communications• Review of what is needed to present for PDR	EGR Building
9:40 am – 10:40am	PDR Game plan <ul style="list-style-type: none">• Determine and assign tasks to complete for PDR• Voted to complete PDR write-up on own time	EGR Building
10:40 am – 11:00 am	Moving Forward <ul style="list-style-type: none">• Update the Gantt Chart• Update the SRR chart• Complete Morph Matrix• Complete Functional Diagram• Benchmarking four subfunctions• Create test plans for subfunctions• Update BOM• Update QFD• Compile PDR presentation• Follow up on budget• Follow up on GA Air Bearing media	EGR Building