

MEETING MINUTES

Topic: EGR 386W Team 2nd Meeting

Date: Monday, August 31, 2020

Time: 11:30 am – 12:30 pm

Location: Zoom Meeting

Minutes recorded by Richard Campos

Meeting called by All Members

Attendees: All Group Members

Table 1. Record of meeting.

11:30am – 11:40am	<ul style="list-style-type: none">• Sharing of progress<ul style="list-style-type: none">○ Team members showed what progress they made on project since last meeting<ul style="list-style-type: none">▪ Richard couldn't get the Arduino program to function correctly▪ Jacob and Jackie ran into issues regarding the COG calculations
11:40am-12:20pm	<ul style="list-style-type: none">• Planning for client meeting<ul style="list-style-type: none">○ Team filled out agenda in preparation for client meeting○ Team discussed what should be presented to GA and what shouldn't be○ Team members will show what physical prototypes have been made○ Inform client that we have started the purchasing process for the project prototype
12:10pm-12:30pm	<ul style="list-style-type: none">• Team members will continue to make progress on prototypes in preparation for the client meeting<ul style="list-style-type: none">○ Richard will continue to work on the tilt program○ Jacob and Jackie will confer with Dr Nix regarding the COG calculations○ Zack will locate the or manufacture the securing clamps for the CubeSat

Next formal meeting: 9/2/20, Webex Meeting; 11:30.

Next members responsible for agenda: Zackery Letslaugh

and meeting minutes: Zackery Letslaugh