MEETING MINUTES

# Topic: Team Meeting

## Monday, October 12, 2020

## 11:30 am – 12:30 pm

**Minutes recorded by: Jackie Fonseca**

**Meeting called by**: **Richard Campos**

Attendees: Richard, Jackie, Zack, Jacob

Please bring: Individual Analysis Data

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 11:30 am – 12:00 pm  | **Update on the Project*** Discussed what we all learned from our individual analysis, gave updates on which direction want to go
 | Microsoft Teams Online Meeting |
| 12:00 pm – 12:30 pm | Moving Forward * Discussion on what each individual will accomplish this week
* Zack is working on the railing system (Secure CubeSat)
* Jackie is working on making the counterweights
* Jacob is working on manufacturing the fixture
* Richard is working on the adapter for the motor to the power screw
 |  |

**Next formal meeting: 10/14/20, Microsoft Team Call @ 11:30 am**