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.

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| 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**