

MEETING MINUTES

Topic: Final Staff Meeting

Tuesday, April 13th, 2021

7:30pm – 7:55pm

Minutes recorded by ___Dallany Segura___

Meeting called by ___David Willy___

Attendees: ___David Willy, Danny Castano and Dallany Segura___

Please bring: ___N/A___

Table 1. Record of meeting.

7:30 pm to 7:45 pm	Progress with analysis <ul style="list-style-type: none">• Discussion led by David Willy• Danny has most of the CFD completed, but needs help in a certain part• Advised to meet with Vadaz or Arzani• Dallany is trying to figure out which assumptions can be made and which the team will determine• Team is permitted to complete one analytical analysis	MS Teams
7:45 pm to 7:50 pm	Progress with prototype <ul style="list-style-type: none">• Need to contact BDL to 3D print• Went over our meeting with Omid	MS Teams
7:50 pm to end	Final comments <ul style="list-style-type: none">• Dr. Oman will be our next capstone professor• Add Dr. Oman to MS teams• Prepare for ME486 this summer	MS Teams

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Analytical Analysis	Team	04/16/21 11:59pm	04/16/21 11:59pm
Prototype demo	Team	04/20/21 11:59pm	04/20/21 11:59pm

Website check	Team	04/27/21 11:59pm	04/27/21 11:59pm
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