

Meetings Summer 2022

SAE AERO Mirco: Melissa
Parsons, Jared Laasko, Junjie Shi

Date	Time	Mintues
6/11/2022	10AM-noon	Melissa
6/13/2022	7PM-7:30	Melissa
6/14/2022	4:30-7:30	Melissa
6/21/2022	4:30pm-5:30pm	Melissa
6/25/2022	5:30pm-7:30pm	Melissa
6/28/2022	4:30pm-5:10pm	Melissa
7/1/2022	9-11:30am	Melissa
7/5/2022	4:30-5:30	Melissa

7/6/2022	7:30pm-11:30pm	Melissa
7/12/2022	4:30-5:30pm	Melissa
7/13/2022	8-8:30pm	Melissa
7/15/2022	8-9pm	Melissa
7/19/2022	4:30-5:30pm	Melissa
7/21/2022	8pm-9pm	Melissa
7/22/2022	8pm-11pm	Melissa
7/25/2022	8-8:30pm	Melissa
7/26/2022	4:30-5:30pm	Melissa

Description

Went over team charter, decided project managers, went over what we needed for the presentation and who is in charge of what for the presentation

Quick refresh on what is needed for tomorrows client meeting, and answer scheduling questions

Met with Willy to go over the presentation, any questions we had regarding it. Met as a team after to go over the QFD and finish it

Met with Willy to go over the presentation 1 results, Self learning, Presentation 2 and questions regarding it. Assigned dates for concept generation

Decision matrix, pugh chart, decided on a rough final design
Client meeting, went over presentation 2, preliminary report, assigned who is doing what for each

Recorded presentation 2

Client meeting and preliminary report discussion

Worked on the preliminary report and submitted it
Catch up meeting, decided individual analysis topics, checked
on purchasing order. Plan for the coming weeks in terms of
what we needed to do.

Filled out and submitted the electronic purchasing order

Finished up and submitted the individual analysis team memo
Client meeting, went over presentation 3 questions and figured
out that we were going to design a prototype wing, Assigned
tasks for prez 3

Met to discuss the finite details of building the wing prototypes
Finished and submitted presentation 3. Laid out what needed to
be done in the coming weeks.

Met to go over final report and assigned tasks within the report
Client meeting, went over presentation 3, final report, final
demo and the end of the semester.

Next Meeting

Need to do next

Monday night	Finish team charter Literature review prepare for the presentation Questions for Willy, Figure out CR and ER,
Tuesday night	presentation prep
Thursday night (5pm)	Finish presentation
Saturday ---	Do individual concept generation, get ready to decide final concepts
Tuesday night	Think of final design for fuselage, any last minute design questions for Willy
Friday Morning	Do our parts for presentation 2
Tuesday after client meeting	Work on the preliminary report
Wednesday night	Work on the preliminary report

Tuesday after client meeting	Work on individual analysis
Friday Evening	Individual analysis topics (team memo)
Friday Evening	Individual analysis topics (team memo)
Tuesday after client meeting	Prez 3
Friday	Presentation 3, start building the wing prototype
Friday	Presentation 3, start building the wing prototype
Tuesday after client meeting	Final report
Tuesday after client meeting	Final report
Sunday night	Work on final demo, website, CAD and BOM