

MEETING MINUTES

Topic: Upcoming Requirements

Sunday, October 14, 2018

7:00-8:00 pm

Minutes recorded by: Kyle Matsuoka

Meeting called by: B.E.E, C7

Attendees: Kyle Matsuoka, Taylor Mellon, Hani Alharbi

Please bring: Laptops

Table 1. Record of meeting.

7:00-7:05 pm	Announcements <ul style="list-style-type: none">• Presentation 2 is due on 10/22• Continue to come up with concepts• Do some research on ideas for design• Team memo for the individual analysis is due on 10/12• To do this meeting:<ul style="list-style-type: none">○ edit executive summary and scope of work○ add estimated budget to the memo	Internet Cafe
7:05-7:10 pm	Discussion of Executive Summary <ul style="list-style-type: none">• Read through the executive summary as a team• Provided comments on what can be changed or added to the executive summary• Edit executive summary	Internet Cafe
7:10-7:45 pm	Discussion of Scope of Work <ul style="list-style-type: none">• Read through scope of work as a team• Provide comments on what can be changed or added to the scope of work• Edit scope of work• Went through each presentation rubric and added each assignment in the scope of work	Internet Cafe
7:45-8:00 pm	Discussion of estimated budget <ul style="list-style-type: none">• Three cases for budget<ul style="list-style-type: none">○ Beta Prototype○ Scaled Alpha Prototype	Internet Cafe

	<ul style="list-style-type: none"> ○ Actual Alpha Prototype ● Did brief research on some costs for solar panel and variable costs to estimate a total budget ● Discussed what parameters of cost the project might include <ul style="list-style-type: none"> ○ 3D printed parts ○ Machined parts ○ Fasteners ○ Variable costs 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
<ul style="list-style-type: none"> ● Work on presentation 2 ● Update website ● Generate concepts for design 	Hani Alharbi	10/22
<ul style="list-style-type: none"> ● Work on presentation 2 ● Generate concepts for design ● Email client executive summary, scope of work, and budget 	Taylor Mellon	10/22
<ul style="list-style-type: none"> ● Work on presentation 2 ● Generate concepts for design ● Come up with Pugh chart for concept selection 	Talon Mills	10/22
<ul style="list-style-type: none"> ● Work on Presentation 2 ● Generate concepts for design ● Come up with Decision Matrix for concept selection 	Kyle Matsuoka	10/22

Next formal meeting: 9/16/18, Engineering Building, at 7:00pm.