

Meeting Minutes

Staff Meeting

Date: 10/28/14

Present:

- ME students:
 - Steven Blanchette, David Deli, Jeremiah McCalister, Abigail McCool
- CE students:
 - Kimberly Martinson, Theodore Meros
- Faculty/Advisors:
 - Dr. Gupta, Sam Botero

Notes:

- Resource allocation
 - First describe task then allocate responsibility (assign people to specific tasks (provide times)
 - Tasks:
 - Jeremiah – FAST
 - Abby and Stevie – Airfoil dimensions
 - Theo and Kim – Structure CAD
 - How in detail should the Gantt chart be?
 - More info on what specifically is being researched in background research
 - Team received points back on previous report in regards to the Gantt chart detail
 - Always staple landscape papers on the top right