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| **MEETING MINUTES – Internal Team Meeting** |
| DATE: September 30, 2014 |
| POSTING TIME: 10/03/14 12:37:34 PM EDT |
| OWNER: Julia Kim |

**Last Edited: Sunday, October 5, 2014 9:57:22 PM EDT**

Present: All members

Time: 7:00 p.m. - 8:00 p.m.

We discussed the different roles that each of us would be in charge for our next milestone, the Project Proposal and Statement of Work. It was broken down as follows:

**Matt:**Subassembly Precedence Breakdown

Step through the SAR design and break the map into subprocesses; functions that can be simulated and tested at one time. Rank the subprocesses in a precedence order starting with FPGA and then think of all necessary components that go in to that subprocess and provide those to the team.

Aid Malcolm and Mark with Block Diagram, should anything need to be added.

**Julia:** Secondary Design and Document Control

Perform a Break-Down of the simplest design to provide the mitigation back up as required for the plan report.

Begin formatting the report with all provided information from all group members.

**Josh:**Characteristic Tables

Work with Malcolm to establish the characteristic tables so that the ProE drawings can have a more realistic structure.

**Mark:**Diagram and ProE

Enhance the provided diagram and develop a professional layout of the block diagram for presentation purposes. Work with Malcolm and Josh to develop a ProE drawing for the preliminary design in real dimensions.

**Malcolm:**Antenna Debate

Provide a concise and description as to why the team chose to look into pyramid antenna horns vs conical antennas horns. Work with Josh to establish Characteristic Table. Aid Mark with ProE and Block Diagrams. Work with Matt to design preliminary antenna sketch.

**Ben:**Industrial Engineering

Gather ideas presented from all aspects of design to develop a House of Quality concerning the implementation of the SAR imager. Room-Procurement. Work with Ms. Butka to establish P-Card/Purchasing.

Begin formatting the Presentation.

**Jasmine:** Project Management

Establish a Gantt Chart as detailed as possible. Start-Presentation/Report with Julia and Ben. Develop an introduction/overview for both the report and the presentation. Unify all requirements and demands of each individual function of the design phase to ensure that communication between team members is effective and not counterintuitive.

We agreed to have our individual parts ready by October 12th, in order to have plenty of time to go over the individual parts for the report and put it together before the due date, October 17th.