Meeting Time: 9am at the College of Engineering, Room A207

Attendance: Matthew, Derek, Enrique, Dani (till 1pm), Patrick, Tico, Gabe

Schedule:

9am–1pm: Work

1pm–2pm: Lunch

2pm–6pm: Work

Next Meeting: Same time, 11/8/15

1. Discuss team participation
   1. Everyone can give feedback to improve future performance
2. Develop contingency plan if tasks are not completed by 11/24

**Dates for when everything needs to be completed and a backup plan in case it takes longer than expected was made**

* 1. Report finished
     1. Includes CAD drawings, CAD renderings, and FE analysis
  2. Poster finished and printed
  3. Presentation finished
  4. Project completion form signed by Dr. Okoli

1. Discuss smaller groups meeting at least once during the week
   1. Do we need regular meetings with Dr. Gupta or Dr. Hooker?

**Meeting with Gupta weekly**

**Meeting with Hooker when needed**

1. Draw selected design in CAD

**Nov. 8th**

1. Set due date for force analysis

**Nov. 15th**

1. Begin writing additional report section
   1. Add to existing sections (e.g. business analysis)
2. Discuss selecting a new Phase Leader

**Dani**

1. Questions/comments/concerns from members

**Known sections to complete:**

**Intro**

**Add to scope: We only deal with going up the tree, cutting fruit, and going down**

**Measuring the Baseline Performance**

**Three parts**

* 1. **Method and Metrics**

**4.2**

**4.3**

**Business Analysis**

**For the part we said “once a design is selected”**

**Network Diagram’s dates will need to be updated - Matt**

**Detail in ordering parts and suppliers**

**Diagrams will need to be updated**

**HOQ**

**RAM**

**WBS**

**SWOT**

**Risk Matrix**

**S-Curve**

**Budget**

**Summary**

**Milestones**

**A majority of the final designs concepts have been made, some technical specs have been made.**

**Complete final design to be determined by the end of Sunday meeting.**