

Agenda/Minutes: Senior Design group Meeting #1**Meeting Start Time:** 5:00 PM (-3 GMT)**Meeting End Time:** 5:40 PM (-3 GMT)**Communication Method:** Google +**Important notes:**

It will be a good idea for everyone to start carrying a journal and be jotting down ideas throughout your daily routine. No idea is a bad idea. If you think of something important, write it down and bring it up at our next meeting or email it immediately. Communication for this group will be crucial to our success.

How did everyone feel about the quality of our first meeting? I was not very impressed with the quality of Google hangout. Couple thoughts... Does Brazil team have access to an ipad, and thoughts on having group meetings on a single interface instead of 6 separate computers? Example, Tally group meet at a given location as a group of three and use one computer, ipad etc., to link with Brazil team replicating the same. Can this be a possibility for Brazil team? Can this be a possibility for Tally team?

1. Who's who...

- Ken Anderson - ME
- Eric Milo -ME
- Matthew Yasensky - ME
- Arielle Duen - ME
- Robert Woodruff - EE
- Cris Timmons - EE

2. Group meeting times

- Monday's (starting September 24th , email communication in the interim)
- 9am(tally) - 10am(brazil)

3. Mechanical and Electrical responsibilities for senior design class.

- **Complete**-ME led design. EE's will participate in all ME deliverables.
 - i. ME's will be available for any EE necessities.

4. Roles for the Group

- 2 Project leaders-
 - i. 1 ME Project Leader- Ken Anderson
 - ii. 1 EE Project Lead- TBD
- Treasurer-Arielle Duen
- Web Master- Eric Milo
- Minutes and Documentation- Robert Woodruff
- **Brazil Team- Please e-mail your decision on Project Lead by Monday afternoon.**

5. Job Description and Roles Expectation

- EE's: Responsibilities will include image processing, automation and wireless communication. Computer programming will pose as a hurdle that the entire team will be including input and ideas.
 - i. Dr. Frank may be able to provide help.
 - ii. Explore possibilities on bringing in a programmer from another discipline.
 - ME's: Initial thoughts for project breakdown can begin utilizing UNIFEI structure and format. Changes will more than likely be made as project takes shape.
 - i. Landing gear
 - ii. Wings, rotors, etc.
 - iii. Propulsion
 - iv. Flight controls
 - v. Mechanical perimeters and guidelines.
 - vi. More to come
- 6. Deliverables Due**
- ME-
 - i. Project Positions..... 09/18/12
 - ii. Code of Conduct..... 09/20/12 (**Needs to be signed by all members**)
 - iii. Needs Assessment.... 09/25/12
 - **Brazil Team- Be on the lookout for Code of Conduct letter. Sign, scan and email by next day.**
- 7. Previous work done for autonomous controls**
- Eric to email Dr. Shih about previous work and carry over work for project.
 - Matt to be following up with UNIFEI aviation project and gathering useful information.
- 8. Sponsorship for competition**
- Ideas for acquiring additional sponsorship.
 - i. Chris's dad at Lockheed
 - Arielle-Lockheed and Northrop Grumman
 - i. Orlando Conference
- 9. Last year's competition guidelines**
- To be used for this year's needs requirements

After reading through minutes and notes, please respond with feedback as soon as you can. Add additional ideas and thoughts.

Thanks guys! Asides from connection problems, first meeting went very well. This should prove to be a very interesting and memorable semester. Have a good week... AND STAY IN TOUCH!