

CAPSTONE: SEA SCANNERS

MINUTES OF THIRD INSTRUCTOR MEETING

A virtual meeting of the Sea Scanners team along with project instructor/advisor Dr. Feng Li was held on Friday, October 9, 2020 over the Zoom conference platform. Ethan Morris was the designated recorder.

The meeting began at 2:30 p.m. (PST).

Attendance was noted. All present members are listed below.

The team first updated Dr. Li on the current project progress.

- The Product Requirement Document has been drafted and sent to the client for verification.
 - The team is waiting to hear back from the client
- The Project Schedule has been submitted.

There was a Q&A between the team and Dr. Li.

- Question: What are UL standards?
 - Dr. Li said to check with Dr. Swenson or the client to confirm what the standards are.
- Question: Where should the team be in terms of progress over the next few weeks?
 - Dr. Li stated that the team is tracking well and should prepare for the Design Review occurring in November.
- Question: Is the Design Validation Plan (DVP) for testing our product requirements?
 - Dr. Li agreed but said that the DVP is for creating a plan for testing rather than conducting the testing.

More inquiries were made with Dr. Li on the subject of the Design Review

- The team will need to present a more solidified definition of the product
- Design solutions will be presented to the client

- There may be multiple design options, or improvements, to discuss with the client

Lastly Dr. Li stated that next meeting there will be discussion over good logbook entry practices.

The instructor meeting was virtually adjourned at 3:10 p.m. (PST).

Respectfully Submitted,

Ethan Morris

Member of the Sea Scanners Team

Members Present:

Sea Scanners Team

Dr. Feng Li