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| Rascal Senior Design Meeting Minutes  Rascal Internal Document  Configuration Management and Quality Assurance (CMQA)  9/2/2013 -- Revision: - |  |

Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rev | Date | Description | Author | Approved | Pages |
| - | 1/27/2013 | Weekly Systems Meeting Minutes Format | Tom Moline | TO | All |
| 1 | 1/31/2013 | Moved Mission Summaries to new document. | Tom Moline | TO | All |
|  |  |  |  |  |  |

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# Background:

This document provides a format from which all Rascal Senior Design Meeting minutes will be recorded. It serves as a way of making information on what transpires at these meetings more easily understood and accessible. Along with being e-mailed to each member working on the Rascal senior design project, upon the conclusion of each meeting, these minutes will be stored on the Rascal common server under the CMQA and Rascal Senior Design Meeting Minutes headings at . The items that will be included in each of these minutes are listed in the Table of Contents on the next page. A list of team leads, along with their contact information, is listed in the table below:

# Team Leadership and Contact Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team | Acronym | Leader | E-Mail | Phone Number |
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# Common Acronyms/Terms

**-SSRL: Space Systems Research Lab**

**-SCARAB: SLU Core Aerospace Research Application Bus**

(i.e. Common Elements Used between COPPER and Argus)

**-LV: Launch Vehicle**

**-CubeSat: A Standard Configuration in Which Small Satellites are Constructed as to Ease LV Integration**

**-Pumpkin: Company that Produces CubeSat Skeletons and Electronics**

**-1U: One Standard Unit (10 cm x 10 cm x 10 cm)**

**-P-POD: Poly-Picosatellite Orbital Deployer**

(i.e. The Standard Structure in which Any CubeSat is Stored During Launch and Ejection)

**-VU: Vanderbilt University**

**-AFRL: Air Force Research Lab**

**-UNP: University Nanosat Program**

(i.e. Program Run Out of the AFRL that Conducts Nanosat Competitions as to Aid in the Cost and Development of University Satellites)

**-JPL: Jet Propulsion Lab**

**-ORS: Operationally Responsible Space**

(i.e. The Organization Responsible for Providing COPPER with a Launch)

**-Minotaur: Name of the Rocket in which COPPER will be Launched**

**-ELaNa: Educational Launch of Nanosatellites**

(i.e. Program run by NASA that helps facilitate spots on launches from NASA and DOD facilities)

**-EPS: Electrical Power System**

(i.e. The System Used to Control and Monitor the State of the Battery being Used in a Satellite System)

**-ClydeSpace: Company that Produces CubeSat Size Batteries and EPS’**

**-Spectrolab: Company that Produces Solar Cells and Solar Power Systems**

**-Trac: System Used to Label and Record the Location and Movement of Every Item in the SSRL**

# Action Items List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Item | Team | Individual(s) | Due Date | Progress |
|  | **CDH** |  | **10/7/2013** | **0%** |
|  | **PM** |  | **10/7/2013** | **0%** |
|  | **PWR** |  | **10/7/2013** | **0%** |

# Previous Action Items

## Action Item #1

## Action Item #2

## Action Item #3

# General Discussion

## General Discussion Topic #1

## General Discussion Topic #2

## General Discussion Topic #3

# Systems Updates

## Propulsion (PRP)

## Structures (STR)

## Program Manager (PM)