



Attendees	Present
• Officers	
○ Director – Damian Yañez	Y
○ President – Farid Farizy	N
○ Vice President – Tom Tanner	Y
○ Secretary – Luis Alberto Lopez	N
○ Treasurer – Dell Ruff	Y

Topics of Discussion	Comments
• Chapter Items	
○ Membership	<ul style="list-style-type: none"> • Membership renewal opens Mar 1. Need to poke everyone. • Looking for candidates for Chapter Elections.
○ Available Funds	<ul style="list-style-type: none"> • Dell reported current balance is \$1580.72. We have not received International dollars yet. He will check with International. • PayPal looks like a viable banking option.
○ Chapter Projects	<ul style="list-style-type: none"> • Damian updated chapter website news and events. • Damian reported that we are behind schedule for the Handbook. Sections 1, 2, 6 and 14 have been delivered to the International Technical Committee for review.
○ Chapter Meetings	<ul style="list-style-type: none"> • Next Chapter Meeting at Gulfstream on March 14 @ 11:30am. Assignments: <ul style="list-style-type: none"> ○ Room – Damian (Lift reserved) ○ Announcement - Luis ○ Food/Drink – Tom/Farid (cost \$5/person) ○ Presentation –Nathan Hewitt (Winglet Wt. and CG)
• International Items	
○ Sales and Marketing	<ul style="list-style-type: none"> • Damian declined joining CEO marketing effort due to handbook workload.
○ International Conference	<ul style="list-style-type: none"> • May 18-23 @ Norfolk, VA Hampton Roads Chapter. Damian will be attending and presenting. Registration opens Mar 1. Papers due Apr 1.
○ SAWE Certification Effort	<ul style="list-style-type: none"> • Damian attended Webex describing results of ANSI training class. This will be a huge effort for the Society.
○ International Officer Elections	<ul style="list-style-type: none"> • Voting started Feb 15. Please vote.
○ Call for Award Nominations	<ul style="list-style-type: none"> • Due Apr 1.
○ Scholarships	<ul style="list-style-type: none"> • Open Feb 1, Due Apr 30.



Handbook Update Progress as of 2/21/2019

Yellow delivered to Technical Committee

		Qtr-3, 2018		Qtr-4, 2018		Qtr-1, 2019		Qtr-2, 2019						
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
% Complete	Task Name	Duration	Start	Finish	Resource Names	Ad								
47%	Update SAWE Handbook	258 days	Thu 5/10/18	Mon 5/16/19										
100%	Collect files and post on Group Office	35 days	Thu 5/10/18	Wed 6/27/18	D. Yanez									
100%	Decide on new format	2 mons	Thu 6/28/18	Wed 8/22/18	D. Yanez									
100%	Solicit Volunteers for each Section	2 wks	Thu 8/23/18	Wed 9/15/18	D. Yanez									
100%	Conduct a Kickoff Meeting to ensure consistency	2 days	Thu 9/6/18	Fri 9/7/18	D. Yanez									
47%	Perform updates and verify	122 days	Mon 9/10/18	Tue 2/26/19										
75%	Cover Page & Acknowledgements	6 mons	Mon 9/10/18	Fri 2/22/19	D. Yanez									
100%	Section 1 - Units	6 mons	Mon 9/10/18	Fri 2/22/19	D. Yanez									
100%	Section 2 - Section Properties	6 mons	Mon 9/10/18	Fri 2/22/19	P. Stubbers									
10%	Section 3 - Material Properties	6 mons	Mon 9/10/18	Fri 2/22/19	T. Tanner									
5%	Section 4 - Component Properties	6 mons	Mon 9/10/18	Fri 2/22/19	T. Tanner									
25%	Section 5 - Mass Properties Calculation	6 mons	Mon 9/10/18	Fri 2/22/19	D. Ruff									
100%	Section 6 - Mass Properties Measurement	6 mons	Mon 9/10/18	Fri 2/22/19	D. Yanez									
95%	Section 7 - Loads	6 mons	Mon 9/10/18	Fri 2/22/19	D. Ruff									
20%	Section 8 - Strength	6 mons	Mon 9/10/18	Fri 2/22/19	D. Ruff									
95%	Section 9 - Structural Dynamics	6 mons	Mon 9/10/18	Fri 2/22/19	R. Campbell									
95%	Section 10 - Aerodynamics	6 mons	Mon 9/10/18	Fri 2/22/19	R. Campbell									
95%	Section 11 - Propulsion	6 mons	Mon 9/10/18	Fri 2/22/19	R. Campbell									
5%	Section 12 - Thermodynamics	6 mons	Mon 9/10/18	Fri 2/22/19	P. Stubbers									
5%	Section 13 - Space Flight Mechanics	6 mons	Mon 9/10/18	Fri 2/22/19	P. Stubbers									
100%	Section 14 - Crew Systems	6 mons	Mon 9/10/18	Fri 2/22/19	L. Lopez, D. Yanez									
75%	Section 15 - Power Systems	6 mons	Mon 9/10/18	Fri 2/22/19	L. Lopez, D. Yanez									
5%	Section 16 - Mathematics	6 mons	Mon 9/10/18	Fri 2/22/19	D. Yanez									
5%	Section 17 - Marine Vehicles	6 mons	Mon 9/10/18	Fri 2/22/19	P. Stubbers									
5%	Section 18 - Land Vehicles	6 mons	Mon 9/10/18	Fri 2/22/19	TBD									
5%	Section 19 - Miscellaneous	6 mons	Mon 9/10/18	Fri 2/22/19	TBD									
5%	Section 20 - Communications	6 mons	Mon 9/10/18	Fri 2/22/19	D. Yanez									
0%	Additional Sections	6 mons	Mon 9/10/18	Fri 2/22/19	TBD									
10%	Table of Contents	2 days	Mon 2/25/19	Tue 2/26/19	P. Stubbers									
0%	Index	2 days	Mon 2/25/19	Tue 2/26/19	P. Stubbers									
0%	Conduct a thorough review of content and format	2 mons	Wed 2/27/19	Tue 4/23/19	D. Yanez									
0%	Post final document to Group Office	1 day	Wed 4/24/19	Wed 4/24/19	D. Yanez									
0%	Deliver document file to publisher	2 days	Thu 4/25/19	Fri 4/26/19	N. Marickovich									
0%	Update SAWE Website links as required	1 wk	Mon 4/29/19	Fri 5/3/19	A. Brooks									
0%	Notify Membership that Update is available	1 day	Mon 5/6/19	Mon 5/6/19	TBD									

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