

CLIENT MEETING MINUTES

Topic: Meeting Client to get Deliverables

Friday, September 28, 2018

3:00 pm-4:00 pm

Minutes recorded by: **Taylor Mellon**

Meeting called by: **B.E.E**

Attendees: **Taylor Mellon and Jonathan Heitzinger**

Please bring: Laptops

Table 1. Record of meeting.

<p>3:00 pm to 3:30 pm</p>	<p>Discussion of Potential Project</p> <ul style="list-style-type: none"> ● Discussion led by Taylor Mellon ● Discussed what is the proposed project <ul style="list-style-type: none"> ○ Client was informed that our project will be innovating the HVAC system of SBS West ○ This is to increase the energy efficiency of SBS West and NAU ○ Utilizes Bio-Inspired design ● Discussion of potential directions of the project <ul style="list-style-type: none"> ○ Proposed to client that this project should be continued due to the traction the previous proposal gained. ○ Client was notified that the payout of this project was not what the team initially believed it would be ○ Taylor discussed options that could make this project feasible and/or option for other projects <ul style="list-style-type: none"> ▪ Just focus on ventilation ▪ Just focus on Solar ▪ Completely change to a different energy efficiency project 	<p>Union Point</p>
<p>3:30pm to 4:00pm</p>	<p>Discussion of Client's Views on Project</p> <ul style="list-style-type: none"> ● Discussion led by Client (Jon) ● Discussion of whether the client believes the project is valid <ul style="list-style-type: none"> ○ At first the client believed the project was not feasible. He began to discuss other options for the project. ○ Client recalled something regarding the information of SBS West. ○ Client pulled up a recent audit of SBS West and addressed ventilation ○ Client realized SBS West is not up to the current codes with ventilation of commercial buildings. ● Discussion of feasibility of proposed project <ul style="list-style-type: none"> ○ Client mentioned if the team was to address that the ventilation is not up to code, our project could be feasible 	<p>Union Point</p>

	<ul style="list-style-type: none"> ○ He said it would definitely be feasible if the design was to bring SBS west up to ventilation codes and provide energy efficiency to the HVAC system and the building. ○ Solidified project and discussed having a revised scope of work, budget, and executive summary by the end of the weekend. At the latest the following Monday. ● Discussion of updates <ul style="list-style-type: none"> ○ Agreed on updates happening at most bi-weekly 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Revised Scope of Work and Documentation for Capstone project	All	10/08/2018	10/08/2018
Emailed Client for Needed Materials and Update	Taylor Mellon	N/A	10/18/2018
Emailed Client for Needed Materials and Update	Taylor Mellon	N/A	10/24/2018
Emailed Client because Information has not been Provided, and Client was sent Preliminary Report	Taylor Mellon	N/A	10/29/2018
Concept Generation and Selection	All	10/22/2018	
Analysis of the Ventilation	Taylor Mellon	11/16/2018	
Analysis of the Structural and actuation	Talon Mills	11/16/2018	
Analysis of the Solar Generation and Array	Kyle Matsuoka	11/16/2018	
Analysis of the Thermal Couplet	Hani Alharbi	11/16/2018	
Analytical layout for Dr. Trevas	All	10/12/2018	10/11/2018
Presentation: Concept Generation and Selection	All	10/23/2018	
Report: All Information Regarding the Project	All	10/27/2018	

Next formal meeting: TBA.