

Team MEETING MINUTES

Topic: Upcoming Requirements

Sunday, October 28, 2018
6:00-6:30pm

Minutes recorded by: Kyle Matsuoka

Meeting called by: B.E.E

Attendees: Taylor Mellon, Kyle Matsuoka, Hani Alharbi

Please bring: Laptops

Table 1. Record of meeting.

6:00-6:15 pm	Discussion of Upcoming Due Dates <ul style="list-style-type: none">• Discuss analytical analysis, what have we done and what might need to be done• Discussed analytical analyses be conducting an progress<ul style="list-style-type: none">○ Ventilation: Researched different forms of analytical analyses that have been conducted on ventilation. Narrowed down what to focus on because ventilation is a broad subject.○ Solar: Began looking a solar panels, what kind we need and arrays we could use○ Thermal couplet: Researched different kinds of thermal couplets and what will best work for our design. We were informed the one we had selected (cylinder based) was the incorrect kind.○ Structural analysis and actuation: Researched common materials for ventilation systems. Additionally, research was conducted on what kind of actuation we will need and why.○ Taylor: Ventilation○ Hani: Thermal Couplet○ Kyle: Solar Analysis○ Talon: Structural Analysis	Internet Cafe
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6:15-6:30 pm	<ul style="list-style-type: none"> ● Discussed Previous Report <ul style="list-style-type: none"> ○ On Friday, when the report was due, the team rushed to get the report done ○ Plan to have things done by a day before due date ○ Start working on team reports or individual reports early 	Internet Cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation	All	10/23/2018	10/22/18
Preliminary Proposal	All	10/26/18	10/26/18
Research Ventilation	Taylor	11/9/18	
Research Solar	Kyle	11/9/18	
Research Thermal Couplet	Hani	11/9/18	
Research Structural Analysis	Talon	11/9/18	
Update Website	Hani Alharbi	10/29/2018	10/29/18

Next formal meeting: 11/4/2018, Engineering Building, at 6:00 pm.