

# Team MEETING MINUTES

## Topic: Upcoming Requirements

Sunday, November 4, 2018  
6:00-6:30pm

Minutes recorded by: Taylor Mellon

Meeting called by: B.E.E

Attendees: Talon Mills, Kyle Matsuoka, Hani Alharbi, Taylor Mellon

Please bring: Laptops

Table 1. Record of meeting.

<b>6:00-6:15 pm</b>	<b>Discussion of Client Meeting</b> <ul style="list-style-type: none"><li>● Discussed client meeting that was on Friday to make sure everyone is understanding the things which are to be completed. As well as, inform Hani about the meeting due to him being unable to attend.</li><li>● Discussed the progress made on on analytical analyses.<ul style="list-style-type: none"><li>○ <b>Ventilation:</b> Trying to decide the complexity at which the ventilation of the building is to be analyzed. System as a whole? Subsystem? What is the ventilation analysis hoping to accomplish.</li><li>○ <b>Solar:</b> Began looking at possible solar arrays, how it could be done, what kind of energy is the design hoping to produce, and what will the energy from the solar array be powering.</li><li>○ <b>Heat Exchanger:</b> Due to Hani having made some progress on his analysis, he will continue to work on his analysis. The only problem with this that the client informed us that we do not need a heat exchange.</li><li>○ <b>Structural analysis and actuation:</b> Has most of his analytical report completed and altered the design to perform a simplified, yet accurate analysis.</li><li>○ Taylor: Ventilation</li><li>○ Hani: Thermal Couplet</li></ul></li></ul>	Internet Cafe
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	<ul style="list-style-type: none"> <li>○ Kyle: Solar Analysis</li> <li>○ Talon: Structural Analysis</li> </ul>	
<b>6:15-6:30 pm</b>	<ul style="list-style-type: none"> <li>● Discussed What is to be completed in the future. <ul style="list-style-type: none"> <li>○ The analytical report is to be completed and submitted by Friday</li> <li>○ The team is to write a Green Fund proposal and contact APS to inquire about funding.</li> <li>○ The team has a contact at APS, as does the client. Once the team is to contact APS they will forward the email to the client, whom will send it to his connection</li> </ul> </li> </ul>	Internet Cafe

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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	
Funding Opportunities	All	11/30/2018	
Update Website	Hani Alharbi	10/29/2018	10/29/18

**Next formal meeting: 11/5/2018, Engineering Building, at 6:00 pm.**