

Team MEETING MINUTES

Topic: Upcoming Requirements

Friday, November 30, 2018
6:00-6:30pm

Minutes recorded by: Taylor Mellon

Meeting called by: B.E.E

Attendees: Talon Mills, Kyle Matsuoka, Taylor Mellon

Please bring: Laptops

Table 1. Record of meeting.

6:00-6:15 pm	Discussion of Final Proposal Report <ul style="list-style-type: none">• Discussed what has already been inserted in document and what is left to go in.• Discussed how each team member contributed to the report and what sections need improved and how they could be improved.<ul style="list-style-type: none">○ Taylor: Made a major contribution to the content which was added and the editing of the document. He was responsible to checking of teams information and making sure the content added was clear, concise, and comprehensive○ Talon: Wrote a majority of the sections which needed to be added for this report. He made the major changes and updates to the document before the team met to discuss the report.○ Kyle: Added some additional content but was mainly in charge of updating headings, table of contents, references, and submitting the document.○ Hani: Stated he would work on the document but made no significant contribution to the final documentation.	Internet Cafe
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<p>6:15-6:30 pm</p>	<ul style="list-style-type: none"> • The team then discussed how a prototype could be made without any funding and the need of more detailing of there design. <ul style="list-style-type: none"> ○ Team decided that modeling the forces and percent air needing to be relieved were the best ways to represent prototyping. ○ Additionally, the team in planning on 3D printing their CAD model for a physical representation. However, they are unsure whether it is cost effective (because it is out of pocket) and worthwhile due to portions of the design still needing to be refined. 	<p>Internet Cafe</p>
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final Presentation	All	11/26/18	11/26/18
Final Proposal	All	11/30/18	11/30/18
Research Ventilation	Taylor	11/9/18	11/9/18
Research Solar	Kyle	11/9/18	11/9/18
Research Thermal Couplet	Hani	11/9/18	11/9/18
Research Structural Analysis	Talon	11/9/18	11/9/18
Funding Opportunities	All	11/30/2018	N/a
Update Website	Hani Alharbi	10/29/2018	10/29/18

Next formal meeting: Next semester