

# MEETING MINUTES

## Topic: Project Requirements

Thursday, September 13, 2018

6:45-7:00

Minutes recorded by: Kyle Matsuoka

Meeting called by: B.E.E, C7

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

Please bring: Laptops

Table 1. Record of meeting.

<b>6:45 pm-6:50 pm</b>	<b>Discussion of Team Charter</b> <ul style="list-style-type: none"><li>Finalized team charter</li><li>Have each member sign the team charter</li></ul>	EGR Room 321
<b>6:50 pm -7:00 pm</b>	<b>Discussion of Upcoming Deadlines</b> <ul style="list-style-type: none"><li>Throughout the week, work on the presentation</li><li>Find and email potential clients/sponsors</li></ul>	EGR Room 321

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
SOTA: Any topic related to energy efficiency	Dreighton Nakama	2/13/18	
SOTA: Any topic related to energy efficiency	Taylor Mellon	2/13/18	
SOTA: Any topic related to energy efficiency	Talon Mills	2/13/18	
SOTA: Any topic related to energy efficiency	Kyle Matsuoka	2/13/18	
SOTA: Any topic related to energy efficiency	Daniel Galindo	2/13/18	
Look into different requirements for the QFD and bring them to the meeting on Tuesday	ENERGY 1	2/13/18	

**Next formal meeting: 2/13/18, Engineering Building, at 5:30pm.**