

STAFF MEETING MINUTES

Topic: Project Requirements

Monday, October 8, 2018

5:50 pm-6:10 pm

Minutes recorded by: **Taylor Mellon**

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

Attendees: **Talon Mills, Taylor Mellon, Kyle Matsuoka, Hani Alharbi, Dr. Trevas**

Please bring: Laptops

Table 1. Record of meeting.

<p>5:50 pm to 6:00 pm</p>	<p>Discussion of Concept Generation</p> <ul style="list-style-type: none"> ● Discussion led by Dr. Trevas ● Discussed what has been accomplished in regards to concept generation. <ul style="list-style-type: none"> ○ Dr. Trevas was informed that minimal concept generation had begun. ○ This was due to the logistics of the clientele's deliverables ● Additionally, a discussion of what aspects are the most important when approaching concept generation <ul style="list-style-type: none"> ○ The team is to focus on the ventilation and solar panels, along with arrays. 	<p>3rd Floor 314</p>
<p>6:00 pm to 6:10 pm</p>	<p>Discussion of the Analytical Responsibilities</p> <ul style="list-style-type: none"> ● We were then prompted with what analytical analyses will we be conducting <ul style="list-style-type: none"> ○ Ventilation: what affects ventilation? Additionally, being sure to address ventilation codes and the economics ○ Solar: What kind of solar panel and array are we going to need? What is our goal energy production? How will this look economically? ○ Thermal couplet: What kind of thermal couplet will we need? Do we need a thermal coupler for our design. What grade of thermal couplet will we need? ○ Structural analysis and actuation: What kind of forces will our design have to account for? What materials could our design consist of? What kind of actuation are we going to need to fulfill the ventilation requirement? ● Responsibility of each analysis was agreed upon. <ul style="list-style-type: none"> ○ Ventilation: Taylor ○ Solar: Kyle ○ Thermal couplet: Hani ○ Structural analysis: Talon ● Be sure to submit report by Friday 	<p>3rd Floor 314</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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: 10/14/2018, Engineering Building, at 7:00pm.