

STAFF MEETING MINUTES

Topic: Project Requirements

Monday, October 15, 2018

5:30 pm-5:50 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>5:30 pm to 5:40 pm</p>	<p>Discussion of Concept Generation</p> <ul style="list-style-type: none"> ● Discussion led by Dr. Trevas ● Did not have website updated <ul style="list-style-type: none"> ○ Meeting minutes and project material ● Discussed what has been accomplished in regards to concept generation. <ul style="list-style-type: none"> ○ Dr. Trevas was informed that concept generation had begun and selection was beginning ● 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>5:40 pm to 5:50 pm</p>	<p>Discussion of the Analytical Responsibilities</p> <ul style="list-style-type: none"> ● 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. ● Responsibility of each analysis was agreed upon. <ul style="list-style-type: none"> ○ Ventilation: Taylor ○ Solar: Kyle ○ Thermal couplet: Hani ○ Structural analysis: Talon ● Reminded about presentation and report due next week. 	<p>3rd Floor 314</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Concept Generation and Selection	All	10/22/2018	
Further Analysis of the Ventilation	Taylor Mellon	11/16/2018	
Further Analysis of the Structural and actuation	Talon Mills	11/16/2018	
Further Analysis of the Solar Generation and Array	Kyle Matsuoka	11/16/2018	
Further 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: 10/21/2018, Engineering Building, at 7:00pm.