

# STAFF MEETING MINUTES

**Topic: Project Requirements**

**Monday, October 29, 2018**

**6:50 pm-7:10 pm**

Minutes recorded by: **Hani Alharbi**

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><b>6:50 pm to 7:00 pm</b></p>	<p><b>Discussion of Concept Generation</b></p> <ul style="list-style-type: none"> <li>● Discussion led by Dr. Trevas</li> <li>● We did have website updated             <ul style="list-style-type: none"> <li>○ Meeting minutes and project material</li> </ul> </li> <li>● Discussed what has been accomplished in regards to concept generation.             <ul style="list-style-type: none"> <li>○ Dr. Trevas was informed that concept generation had begun and selection was beginning</li> <li>○ Dr Trevas was informed that we have a lack of communication with our client.</li> </ul> </li> <li>● Additionally, a discussion of what aspects are the most important when approaching Individual Analytical Analysis             <ul style="list-style-type: none"> <li>○ The team is to focus on the ventilation and solar panels, arrays along with heat exchanger.</li> </ul> </li> </ul>	<p>3<sup>rd</sup> Floor 314</p>
<p><b>7:00 pm to 7:10 pm</b></p>	<p><b>Discussion of the Analytical Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Discussed analytical analyses be conducting an progress             <ul style="list-style-type: none"> <li>○ <b>Ventilation:</b> Researched different forms of analytical analyses that have been conducted on ventilation. Narrowed down what to focus on because ventilation is a broad subject.</li> <li>○ <b>Solar:</b> Began looking a solar panels, what kind we need and arrays we could use</li> <li>○ <b>Heat Exchanger:</b> Researched different kinds of heat exchanger and what will best work for our design. We were informed the one we had selected (Crossflow Heat Exchanger) was the best kind.</li> <li>○ <b>Structural analysis and actuation:</b> Researched common materials for ventilation systems. Additionally, research was conducted on what kind of actuation we will need and why.</li> </ul> </li> <li>● Responsibility of each analysis was agreed upon.             <ul style="list-style-type: none"> <li>○ <b>Ventilation:</b> Taylor</li> <li>○ <b>Solar:</b> Kyle</li> <li>○ <b>Heat exchanger:</b> Hani</li> <li>○ <b>Structural analysis:</b> Talon</li> </ul> </li> <li>● Reminded about website check II and Individual Analytical Analysis.</li> </ul>	<p>3<sup>rd</sup> Floor 314</p>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Concept Generation and Selection	All	10/22/2018	
Further Analysis of the Ventilation	Taylor Mellon	11/9/2018	
Further Analysis of the Structural and actuation	Talon Mills	11/9/2018	
Further Analysis of the Solar Generation and Array	Kyle Matsuoka	11/9/2018	
Further Analysis of the Heat Exchanger	Hani Alharbi	11/9/2018	
Analytical layout for Dr. Trevas	All	10/12/2018	10/11/2018
Website Check 2	Hani Alharbi	11/2/2018	

**Next formal meeting: 11/4/2018, Engineering Building, at 7:00pm.**