

## STAFF MEETING MINUTES

**Topic: Project Requirements**

**Monday, November 19, 2018**

**5:50 pm-6:10 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>5:50 pm to 6:05 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>● Did have website updated             <ul style="list-style-type: none"> <li>○ Meeting minutes and project material</li> </ul> </li> <li>● Discussed the walkthrough that our team and the client Jon Heitzinger had planned in SBS West building on Tuesday Nov 14 at 3:30pm in order to see the system of the ventilation in the building.</li> <li>● We discussed what we understood of the building and showed Dr. Trevas the pictures of the building while asking him the things we did not understand.</li> <li>● Dr. Trevas was informed that there are some machine is not working and it says that the number of workers on maintenance is at least 10 while our client stated that the number of workers is just 2-4 people.</li> <li>● The team told Dr. Trevas that we might have another visit for SBS west.</li> </ul>	<p>3<sup>rd</sup> Floor 314</p>
<p><b>6:05 pm to 6:10 pm</b></p>	<p><b>Discussion of the Analytical Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Discussed proposal presentation and final report.</li> <li>● Reminded about presentation and report due next week.</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>
Proposal Presentation	All	11/26/2018	
Final Presentation	All	11/30/2018	

**Next formal meeting: 12/03/2018, Engineering Building, at 7:00pm.**