

Topic: POSTER PRESENTATION

Wednesday, August 1, 2018

4:00 am – 6:00 am

Minutes recorded by Abdulrahman

Meeting called by Abdulrahman

Attendees: Abdul, Fahad, Ahmad, and Michele

Please bring: Laptop, Notes

Table 1. Record of meeting.

4:00 pm to 5:00 pm	Discussion of Wind Turbine <ul style="list-style-type: none">• Visit with the contract on any final issues with the wind turbine• Determine the visuals that will support our summary of the testing phase• Videos of the testing with willy and our own individual testing• Analyze the data collected in Professor Willy's Office.	
5:00 pm to 5:30 pm	Discussion of Poster and Presentation <ul style="list-style-type: none">• Determine the strengths of our project• What is the most important in the presentation• How can we display our apparatus• Add the data to the poster	

<p>5:30 pm to 6:00 pm</p>	<p>Final Operation and Assembly Manual</p> <ul style="list-style-type: none"> • Evaluate with the details from Amy • Make changes to the document • Determine the details of the manual to someone that don't know what the project is. <p>*Will we decide to dress professional for the presentaiton.*</p>	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Heat Sink Testing	Ahmad	8/3/18	8/3/18
Heat Sink Testing	Michele	8/3/18	8/3/18
CAD an results	Bsesongni	8/3/18	8/3/18
Heat Sink Testing	Fahad	8/3/18	8/3/18
Heat Sink Testing	Abdul	8/3/18	8/3/18

* ALL PLEASE COMPLETE YOUR PARTS.