

# MEETING MINUTES

Tuesday, Jul 17, 2018

2:00 pm – 4:00 pm

Minutes recorded by: Ahmad Saeed

Meeting called by Michelle

Attendees: Fahad, Abdul, Ahmad, Besongni, Michele,

Please bring: Laptops, Notes

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Table 1. Record of meeting.

<b>5:00 pm to 6:00 pm</b>	<b>Meeting with designing shop</b> Ahmad – Yaw System Abdul – Blade Design and Nacelle Fahad - Schedule and Budget (Gantt Chart) Michele – Blade Design and Meeting Notes update Besongni – CAD, tower and bearing calculations	Engineering Building
<b>6:00 pm to 7:00 pm</b>	<b>Discussion of building our design</b> Our team discussed about the materials we going to use for our design and we gave the manager our fully CAD drawing to start designing.	Engineering Building
<b>5:00 pm to 5:45 pm</b>	<b>Issues with designing</b> The bearing for the tower has small diameter so it won't fit into the tower, so we decided to order another set of bearings. The OD should be around 2	

	and $\frac{3}{4}$ to 2.95, and the locking rings need to be correct for the grooves.	
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Abdul – Blade Design and Nacelle	Abdul	07/17/2018	
Fahad – Shaft Design	Fahad	07/17/2018	
Michele – Blade Design and Nacelle	Michele	07/17/2018	
Besongnsi – Tower and bearing system	Besongnsi	07/17/2018	
Ahmad – Yaw System	Ahmad	07/17/2018	