

# MEETING MINUTES

**Tuesday, Jul 3, 2018**

**10:00 am – 12:00 pm**

Minutes recorded by: Ahmad Saeed

Meeting called by Abdul

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

Please bring: Laptop, Notes

Table 1. Record of meeting.

<b>10:00 am to 11:00 am</b>	<b>Discussion of ordering design tools</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 Calculations.	Engineering Building
<b>10:00 am to 11:00 am</b>	<b>Discussion of ordering design tools</b>  We discussed to order the brake system, bearings and generator for our design. Also, we got the tower from our client David Willy.	Engineering Building

<b>11:00 am to 12:00 pm</b>	<b>Client Meeting</b> We got approved from our client to order the generator, and he suggested to us to use certain braking system that previous wind teams used.	
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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	07/3/2018	
Fahad – Shaft Design	Fahad	07/3/2018	
Michele – Blade Design and Nacelle	Michele	07/3/2018	
Besongnsi – Tower and bearing system	Besongnsi	07/3/2018	
Ahmad – Yaw System	Ahmad	07/3/2018	