

MEETING MINUTES

Monday, June 25, 2018

2:00 pm – 4:00 pm

Minutes recorded by: Michele Tsosie

Meeting called by Abdul and Besongnsi

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

Please bring: Laptops, Notes

Table 1. Record of meeting.

2:00 pm to 3:00 pm	Discussion of Hardware Review 1 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	Engineerin g Building
3:00 pm to 3:30 pm	Discussion of Calculations Continue to meet with team to determine if calculations are met by the client. Client will not allow any purchases until numerical values are approached for the design.	Engineerin g Building

3:30 pm to 4:00 pm	Meeting with Client Meeting with Willy and also Amy to verify the details of the meeting and to witness the meeting for the benefit of determining the path that the design will need to lead in completion.	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Abdul – Blade Design and Nacelle	Abdul	06/29/2018	
Fahad – Shaft Design	Fahad	06/29/2018	
Michele – Blade Design and Nacelle	Michele	06/29/2018	
Besongnsi – Tower and bearing system	Besongnsi	06/29/2018	
Ahmad – Yaw System	Ahmad	06/29/2018	