

WEEKLY MEETING AGENDA

Topic: 8-hour testing day, meeting with client and working on the presentation

Attendees: All Team Members

Please bring: Schedules, phones and laptops

Meeting 1: Monday, March 22 12:00pm-4:00pm	Testing Day for the 8-hour test <ul style="list-style-type: none"> The team attempting the 8-hour test for the first time Then the team needs to meet with Dr Oman A group meeting to discuss the future plans 	Brittney's house
Meeting 2: Wednesday, March 24 12:00pm-1:45pm	Meet with client Terry and work on presentation <ul style="list-style-type: none"> The team has a meeting with the client from Red Feather, Terry. Then the group needs to meet to work on the final presentation. 	Microsoft Teams
Meeting 3: Friday, March 27 7:00am-9:15am	Testing Day for the 8-hour test <ul style="list-style-type: none"> We need to setup the test and device. Then we need to retry the 8-hour test and then meet to take it apart. 	Brittney's house

Upcoming requirements:

1. Final Presentation
2. Solar, battery and inverter test
3. Final Poster draft
4. Final Report

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Work on Final Presentation and Poster draft	March 22	April 7
Brittney Rogers	Work on final presentation and show up to testing sessions	March 22	April 7
Randall Holgate	Work on final presentation and show up to testing sessions	March 22	April 7
Jessie Russell	Work on final presentation and show up to testing sessions	March 22	April 7
Noah Kincheloe	Work on final presentation and show up to testing sessions	March 22	April 7
Wesley Garcia	Work on final presentation and show up to testing sessions	March 22	April 7

MEETING MINUTES

Meeting 1 Topic: Testing Day for the 8-hour test

Date: Monday, March 22

Time: 12:00pm- 4:00pm

Location: Brittney's House

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

12:00pm-2:30pm	Worked on Setting up and starting the test <ul style="list-style-type: none">• Team worked on putting everything on the tank.• We found the time required to fill 6 gallons of water with hose so we could measure the amount of water in the tank.• Filled tank and reservoir and found leaks.• Then talked about how to take apart and continue.
2:30pm to 3:00 pm	Met with Dr. Oman and gave her an update on our failed 8-hour test <ul style="list-style-type: none">• Discussion led by everyone• The team updated Dr. Oman on the progress of our testing and problem solved with her about heating tape safety.
3:00pm to end	Met on Teams and took apart test <ul style="list-style-type: none">• Talked about changes that need to be made to improve test and leaks and insulation for heating tape• Drained tank and disassembled.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on final presentation	All team members	3/22/21	4/07/21
Problem solve for testing day	All team members	3/22/21	3/27/21

Next formal meeting: 3/24/2021, teams and phone, at 12:00pm.

Meeting 2 Topic: Mett with Terry and work on presentation

Date: Wednesday, March 24, 2021

Time: 12:00pm- 1:45pm

Location: Phone and teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

12:00pm-12:30pm	Meeting with Terry on the phone <ul style="list-style-type: none">• The team had a phone meeting with our client from red feather, Terry.• We discussed our progress with testing and then asked about moving our device and where to place for the client handoff.
12:30pm to end	Worked on final presentation <ul style="list-style-type: none">• The team worked on the final presentation to get it ready for our record date of April 7th

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on final presentation	All team members	3/22/21	4/07/21
Problem solve for testing day	All team members	3/22/21	3/27/21

Next formal meeting: 3/27/21, In person (Brittney's house), at 7:00am.

Meeting 3 Topic: Testing Day for the 8-hour test

Date: Saturday, March 27, 2021

Time: 7:00am- 9:15am

Location: Brittney's house

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

7:00am-8:00am	Filled the tank and placed on the platform <ul style="list-style-type: none">• The team began by filling the tank with water• We also placed all the parts on the device.
8:00am to end	Placed the fixed Reservoir and pump on the device <ul style="list-style-type: none">• Randall and Wesley had fixed our reservoir and pump, so they placed the fixed version on.• We then filled the reservoir with propylene glycol and then covered the computer and all parts for extra protection from elements.• Then we started the second try for the 8 hour test

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on final presentation	All team members	3/22/21	4/07/21
Problem solve for testing day	All team members	3/22/21	3/27/21

Next formal meeting: 3/29/21, Teams, at 2:30pm.