

WEEKLY MEETING AGENDA

Topic: Assembling Stage and Manufacturing

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: March 8th Monday, 2:30pm-4:00pm	Meet up to work on the wiring for the heating tape. Meet with Dr. Oman for updates.	Microsoft teams and Jessies
Meeting 2: Wednesday, March 10th 2:00pm-5:00pm	Meet up to Perform leak tests for heat exchangers then finish assembling piping network for the heating loop, and transport parts.	Microsoft Teams and Jessies
Meeting 3: Saturday, March 13th 11:00pm-3:00pm	Meet and conduct the first series of tests for each component.	Microsoft Teams and Brittney's

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Timecards	3/1/21	3/7/21

MEETING MINUTES

Meeting 1 Topic: Meet up to work on the wiring for the heating tape. Meet with Dr. Oman for updates.

Date: Monday, March 8th, 2021

Time: 2:30pm- 3:45pm

Location: Zoom/Teams

Minutes recorded by _____ **Randall**

Meeting called by _____ **Jessie**

Attendees: Jessie, Noah, Brittney, Wesley, Randall

Table 1. Record of meeting.

2:30pm-3:00pm	Meeting Dr. Oman for updates <ul style="list-style-type: none">• Discussion led by Jessie• Provide Dr. Oman with updates on manufacturing.
3:00pm to 3:55pm	Figure out wiring for heating tape. <ul style="list-style-type: none">• Discussion led by everyone
3:55pm to 4:00pm	Wrap up meeting and plan next meeting <ul style="list-style-type: none">• Plan for Wednesday meeting and continue to manufacture the teams design.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete

Next formal meeting: 3/10/2021, Teams, at 2:30pm.

Meeting 2 Topic: Meet up to Perform leak tests for heat exchangers then finish assembling piping network for the heating loop, and transport parts.

Date: Wednesday, March 10, 2021

Time: 2:00pm- 5:00pm

Location: Teams

Minutes recorded by **Randall**

Meeting called by **Jessie**

Attendees: **All Group Members**

Table 1. Record of meeting.

2:00pm-3:00pm	Perform Leak tests for heat exchangers <ul style="list-style-type: none">• Discussion led by everyone• Pour water through heat exchangers and inspect for leaks.
3:00pm to 4:30 pm	Finish up manufacturing each component of the design. <ul style="list-style-type: none">• Discussion led by everyone.• Solder all fittings and make sure everything is properly built.
4:30pm to 5:00pm	Transport all parts to Brittney's house. <ul style="list-style-type: none">• Discussion led by everyone.• Move all parts to Brittney's house for assembling.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Know which components connect.	All team members	3/13/21	3/13/21

Next formal meeting: 3/13/21, Teams/in-person, at 11:00am.

and meeting minutes: