

WEEKLY MEETING AGENDA

Topic: Week 7

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: February 22nd Monday, 2:30pm-4:00pm	Work on implementation memo and midpoint presentation	Zoom/Teams
Meeting 2: Wednesday, February 24th 2:00pm-4:15pm	Discuss individual analyses topics and plan to meet Saturday for prototyping.	Microsoft Teams/Jessie's Home
Meeting 3: Sunday, February 28th 2:00pm-3:00pm	Record midpoint presentation	Microsoft Teams

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Individual analysis topics	2/1/21	2/9/21

Upcoming tasks:

1.

MEETING MINUTES

Meeting 1 Topic: Implementation Memo and Midpoint Presentation

Date: Monday, February 22, 2021

Time: 2:30pm- 4:30pm

Location: Zoom/Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: Jessie, Noah, Brittney, Wesley, Randall, Dr. Oman

Table 1. Record of meeting.

2:30pm-3:00pm	Discuss Memo Contents and Necessary Additions <ul style="list-style-type: none">• Discussion led by Jessie• The team examined remaining portions of the implementation memo requiring work• The team edited and revised existing portions of the memo
3:00pm to 3:45pm	Finish Midpoint Presentation <ul style="list-style-type: none">• Discussion led by everyone• Team reviewed necessary remaining portions of the midpoint presentation. They worked to finalize BoM, as well as other important aspects of the presentation• Finalized any remaining details of implementation memo
3:45pm to 4:10pm	Presentation Task Distribution <ul style="list-style-type: none">• Led by Jessie and Noah• Presentation was divided into roughly equivalent portions, and divided accordingly• Some debate was involved
4:10pm to end	Team planned for next meeting <ul style="list-style-type: none">• Team discussed questions for the class discussion later that evening.• Reviewed key tasks to work on next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meet to record presentation	All team members	2/6/21	
Complete basic shop training	Randall, Brittney, Wesley	2/6/21	

Next formal meeting: 2/24/21, Teams, at 2:30pm.

Meeting 2 Topic: Build and Plan

Date: Wednesday, February 24, 2021

Time: 2:00pm- 4:15pm

Location: Teams

Minutes recorded by _____ **Noah** _____

Meeting called by _____ **Jessie** _____

Attendees: _____ **All Group Members** _____

Table 1. Record of meeting.

2:00pm-3:30pm	Cap Work <ul style="list-style-type: none">• Team discussed necessary functions and applications of tank cap, as well as revisions to the design• Noah implemented revisions in CAD• Work began on tank cap base
30:30pm to 4:00 pm	Lid Cutting <ul style="list-style-type: none">• In-person team worked on modifications to tank lid to accommodate heat exchanger piping• Noah worked on revising the CAD assembly and making similar cuts in the CAD.
4:00pm to end	Plan for next meeting <ul style="list-style-type: none">• Aim for Saturday at 11pm.• Team reviewed remaining important work, purchases to be made.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
	All team members	9/9/19	9/9/19
		9/9/19	9/9/19
		9/16/19	9/16/19
		9/16/19	9/16/19
		9/17/19	9/17/19
		9/23/19	9/23/19
		9/23/19	9/23/19

	All Members	9/30/19	9/30/19
		9/30/19	9/30/19
		10/2/19	
		10/7/19	

Next formal meeting: 2/27/21, Teams, at 11:00am.

Meeting 3 Topic: Build Day

Date: Saturday, February 27, 2021

Time: 11:00pm- 2:00pm

Location: Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

11:am-12:30pm	Preliminary Cap Work <ul style="list-style-type: none"> • Team continued to develop frame for and work on cap • Remote student worked on website updates
12:30pm to 1:45 pm	Divided Work <ul style="list-style-type: none"> • Wesley and Randall began working on improving pipe fittings and further integrating heat exchangers with the rest of the system. • Jessie and Brittney began work on finishing the tank cap
1:45pm to end	Plan for next meeting/Week <ul style="list-style-type: none"> • ??? is minutes recorder and writer for next week. • Be prepared for Monday presentation

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
	All team members	9/9/19	9/9/19
		9/9/19	9/9/19
	All team members	9/16/19	9/16/19
		9/16/19	9/16/19
		9/17/19	9/17/19
	All team members	9/23/19	9/23/19
		9/23/19	9/23/19

	All Members	9/30/19	9/30/19
		9/30/19	9/30/19
	All Members	10/2/19	
		10/7/19	

Next formal meeting: 2/28/21, Zoom, at 2:30pm.
Next members responsible for agenda:
and meeting minutes: _

Meeting 4 Topic: Presentation Recording

Date: Sunday, February 28, 2021

Time: 2:00pm – 3:00pm

Location: Teams

Minutes recorded by _____ **Noah** _____

Meeting called by _____ **Jessie** _____

Attendees: _____ **All Group Members** _____

Table 1. Record of meeting.

2:00pm – 2:30pm	Presentation Recording <ul style="list-style-type: none">• The team went through and recorded the presentation multiple times until they were satisfied with the final product.
2:30pm to end	Discussed Meeting with Chuck and Terry <ul style="list-style-type: none">• Led by Jessie and Wesley• Team discussed when to next meet with their non-academic advisor and client.• Decided what all was relevant/important information to share.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare for and attend midpoint capstone presentations on 3/1	All team members	3/1	-
Technical Analyses	All team members	3/1	

Next formal meeting: 3/1/21, Zoom, at 2:30pm.

Next members responsible for agenda:

and meeting minutes: _