

Important Client Meetings

Snowpack Engineering had a unique relationship with the client, Dr. Rand Decker, because Dr. Decker also served as the technical advisor on this project. For this reason, the meeting minutes shown throughout the *Client Meetings* section of the appendices are a compilation of meeting minutes only for meetings where Dr. Decker acted as the project client. Times at which Dr. Decker served as the technical advisor at weekly Snowpack Engineering team meetings are highlighted in the section titled *Team Meetings*.

January 25th Client Meeting

Attended by: Adam Bringham, Keri Williamson, Kevin Werbylo, Sam Heffelfinger and Rand Decker

- Progress update on the 2011 Western Snow Conference
- Update of project progress
 - Discussion of study plots
 - Still waiting on snow
 - Client stressed importance of research section on forest health
- Other projects beyond the scope of services of the capstone project were discussed

February 10th Client Meeting

Attended by: Adam Bringham, Keri Williamson, Kevin Werbylo, Sam Heffelfinger and Rand Decker

- Abstracts were accepted for poster presentation at the 2011 Western Snow Conference
- Update of project progress
 - Research sections are beginning to be outlined
 - Discussion of what would happen if it did not snow
 - Lab testing
 - Alternative locations
 - Travel to Western Snow Conference was preliminarily discussed
 - Travel Awards

April 5th Client Meeting

Attended by: Adam Bringham, Keri Williamson, Kevin Werbylo, Sam Heffelfinger and Rand Decker

- Travel to 2011 Western Snow Conference was finalized
 - 3 hotel rooms were reserved
 - Each team member received \$200 for a travel award
 - One project being done for client (beyond scope of work in this project) was decided to be scratched from the WSC poster presentations
- Brief update on project overview
 - Final documentation was well underway

April 18th Client Meeting (Social Setting)

Attended by: Adam Bringham, Keri Williamson, Kevin Werbylo, Sam Heffelfinger, Rand Decker, and many other professional snow hydrologists

- Client introduced members of Snowpack Engineering to many professionals in the snow hydrology field
 - Research conducted by Snowpack Engineering was discussed
- Snowpack Engineering and client discussed next day's poster presentation

April 18th Client Meeting

Attended by: Adam Bringham, Keri Williamson, Kevin Werbylo, Sam Heffelfinger, Rand Decker

- Travel reimbursements were discussed
- Client expressed how happy he was with WSC and our poster presentation

Important Team Meetings

The team meetings highlighted below are the important meetings that occurred about once per week between team members of Snowpack Engineering. The team did meet many other times during the semester but other meetings were simply data collection and work sessions. Most of the important meetings below were organized meetings as outlined in the Project Management section of the report. The projects technical advisor took part in many of these meetings.

January 8th Team Meeting

Attended by: Adam Bringham, Keri Williamson, and Kevin Werbylo

- Plan was made for building the roof structures
- Necessary equipment was purchased from Home Depot
- Construction began on roof structures
- Team members discussed methodology and research sections and progress on each
- Abstracts for 2010 WSC were discussed
 - To be written by client and sent to conference chair

January 17th Team Meeting

Attended by: Adam Bringham, Keri Williamson, and Kevin Werbylo

- Final methodologies were discussed
 - Materials needed were listed
- An update on research was given
 - All members started research but did not do any documentation
- Final adjustments to study plots were discussed
- Data loggers to monitor temperature were discussed

January 31st Team Meeting

Attended by: Adam Bringham, Keri Williamson, Rand Decker and Kevin Werbylo

- Update on research was discussed
 - Background on forest health and snowpack was stressed
- Alternatives for measuring sublimation if it did not snow an adequate amount was discussed
 - Lab testing in a large freezer
 - Move study plots to higher elevations
 - Snowbowl determined to be a potential location

February 15th Team Meeting

Attended by: Adam Bringham, Keri Williamson, and Kevin Werbylo

- 30% deliverable was prepared
 - Drafts of research sections and the final methodology section were inserted into report
 - A short presentation was prepared
- Snow in forecast
 - Discussed options for moving subplots the next week if the forecasted event did not happen
 - Determined that a location on highway 180 near Snowbowl could be sought after

February 21st Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Data collection started
 - All group members agreed on a specific methodology
 - Final materials were bought (veg oil, sprayer, sampling tube, etc.)
- Roof was put on Roof 1 study plot
- Treatments applied to Open Meadow, Roof 1 and Canopy subplots

March 3rd Team Meeting

Attended by: Adam Bringham, Keri Williamson, Rand Decker and Kevin Werbylo

- Discussed some weird findings in the data
 - Increasing SWE in the absence of precipitation
 - Determined sampling should occur at same time every day
 - Kept sampling and determined we needed to get rid of our pre-conceived notions of which treatments would work and not work
 - Kept sampling as planned
- Discussed updates on the WSC
 - Planned to ask for travel money from Office of the Vice President for Research

March 21st Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Organized after a week off for Spring Break and planned for WSC
- Discussed collected data and how to analyze it
 - Analysis to be split and done in Excel
- Determined presentation of data
- Planned to fill out Travel Award Applications

March 28th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Prepared a 60% deliverable
 - Revised final methodology
 - Made a presentation of data
 - Determined progress of project
 - Started initial data analysis
 - Completed 2nd drafts of background and research sections

April 4th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Student Travel Awards were discussed for WSC
- Data analysis was continued
- Poster for WSC was outline and discussed, but not yet actually started

April 11th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Final preparations for WSC were performed
 - Continued and documented data analysis, cost analysis and conclusion
 - Poster planned to be turned in and printed by end of week
 - Final travel preparations were made
- Planned to meet with travel coordinator

April 16th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Final documentation for WSC was put together
 - Completed binder with Background and Research, Methodology, and Data Presented and Data Analyses sections
 - Conclusions could only be documented on poster
 - Data analysis was still a working section

April 24th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Final documentation and presentations were planned
 - Data analysis, conclusions and documentation planned to be finalized during week
 - Presentation needed to be planned and constructed
 - Website needed to be constructed

April 27th Team Meeting

Attended by: Adam Bringham, Keri Williamson and Kevin Werbylo

- Final document was put together and printed
- Presentation was constructed and finalized
- Website was worked on and planned to be finished by the end of the week