



College of Engineering, Informatics,
and Applied Sciences

To: Dr. Winfree
From: WPC Team: Mohammad Alenezi, Hamad Abdulmalek, Abdullah Alghasab, and
Fahad Alazemi
Date: 02/19/2019
Re: Meeting Minutes

- **Date and Time:** 02/14/2019 from 1:00 – 4:00 pm
- **Location:** AMPERE lab 101 in SICCS building
- **Minutes Recorder:** Mohammad Alenezi
- **Attendance:** All team members

Executive Summary:

The team discussed the presentation and PowerPoint slides and what is expected from each member of the team. Also, going over the Gantt chart and checking the team accomplishment as of that today, the team is missing one part in the second subsystem, which are the gate drives. The PCB board for the gate drives should be provided from the client (Dr. Yaramasu), so the team is moving forward to the next subsystem until the PCB board are provided. Furthermore, the team drilled holes for the IGBTs and Diodes in the heatsink to hold them on it, and the holes are evenly measured. Finally, the team discussed with the client about the layout of the devices on the board, which will be displayed vertically then drilled all the holes in the board to hold the devices.

To Accomplish:

- Finishing the PowerPoint slides for the presentation (Design review 3).
- Wiring the NPC converter (IGBTs and Diodes).
- Testing the NPC converter.
- Design review 3 documentation (WPS).

Individual Tasks:

- Check the status of the PCB board with the client. (Mohammad).
 - If they arrive, soldering the gate drive.
- Wiring the NPC converter (Hamad).
- Testing the NPC converter (Abdullah).
- Cutting the stander for the gate drive and the material that will hold the heatsink vertically (Fahad).
- Next meeting minutes (Abdullah).

Due Next Week:

- Finishing with the third subsystem (NPC converter).
- Design review presentation.
-