

# MEETING MINUTES

## **Topic: Team Planning for Second Semester**

**Wednesday, January 18, 2017**

**5:30 PM – 7:30 PM**

**Minutes recorded by: Brianna Moore**

**Meeting called by: Thomas Hill and Latif Alhumaidan**

**Attendees: Brianna Moore, Thomas Hill, Latif Alhumaidan, Aziz Alanzi, Clayton Surratt, Galen Geislinger**

**Please bring:** Note-taking equipment

**Table 1. Record of meeting.**

<b>5:30 to 6:00PM</b>	<p><b>Catching up after break and talking to Dr. Trevas</b></p> <ul style="list-style-type: none"> <li>● Aziz reported on feedback from Dr. Trevas on the final proposal. We need to get pipe runup length to confirm cause of error in current measurements.</li> <li>● Latif talked to Vi. He thinks there might be a problem with compressibility, but she thinks the problem is different.</li> <li>● Will BCC Trevas and Oman on emails, may have to start calling</li> </ul>	EGR Room 224
<b>6:00 PM to 6:30 PM</b>	<p><b>Planning communications with Vi</b></p> <ul style="list-style-type: none"> <li>● NEED PIPE SCHEMATIC</li> <li>● Go to visit if can't get schematic</li> <li>● Who is the preferred manufacturer/ contractor for budget estimate</li> <li>● Is a testing laboratory available at SRP or known reliable lab?</li> <li>● More specific data</li> </ul>	EGR Room 224
<b>6:30 PM to 7:00 PM</b>	<p><b>Planning group actions</b></p> <ul style="list-style-type: none"> <li>● How do we measure natural gas on campus?</li> <li>● How could we test our meter on campus?</li> <li>● AGA – talk to ASU team or beg</li> <li>● Research run-up length restrictions</li> <li>● Include periodic calibration costs in economic analysis</li> <li>● Start designing meter testing</li> </ul>	EGR Room 224
<b>6:50 PM to 7:15 PM</b>	<p><b>Wrote email to Vi and discussed Staff meetings</b></p> <ul style="list-style-type: none"> <li>● Asked about schematics, visit, manufacturer and contractor estimates</li> <li>● Will have pipe schematics or plan to go visit</li> </ul>	EGR 2 <sup>nd</sup> floor EE computer lab
<b>7:15 PM to 7:30 PM</b>	<p><b>Discussed team member tasks</b></p> <ul style="list-style-type: none"> <li>● See details below</li> </ul>	EGR 2 <sup>nd</sup> floor EE computer lab

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Complete and submit minutes	Brianna	1/25/17	9/10/16
Look for Venturi prices	Aziz	1/25/17	
Call Ysabel (AGA)	Galen	1/25/17	

Email Vi, call if no response by Monday	Clayton	1/25/17	
Research runup length, talk to Dr. Acker about compressibility	Latif	1/25/17	
Look at thermofluids lab equipment, start developing testing procedures	Thomas	1/25/17	

\*All tasks must be complete by 12pm on 9/14/2016 for memo review

**Next formal meeting: 1//2016 at De Bois 30 at 5:30 pm.**