

MEETING MINUTES

Topic: Team Composition and Charter

Sunday, January 29, 2017

5:00 PM – 7:30 PM

Minutes recorded by: Brianna Moore

Meeting called by: Thomas Hill and Lateef Alhumaidan

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

Please bring: Note-taking equipment

Table 1. Record of meeting.

5:00 PM to 5:20PM	Updates from last time <ul style="list-style-type: none">• Have not yet received the pipe schematics• Clay will attempt contact again and possibly plan a plant visit• Brianna brought research about flow measurement and Schlieren imaging. Includes ISO information about upstream straight lengths for Orifice plates and Venturi tubes.	EGR 112
5:20 PM to 6:10 PM	Experiment planning <ul style="list-style-type: none">• Objectives: collect and analyze pressure and energy drops affected by plant pipe geometry, a flow straightener, and compare accuracy of an orifice plate vs. a Venturi tube. Will analyze numerical data and show flow with Schlieren imaging.• Supplies: Clear PVC piping, orifice plate, clear Venturi tube, blower/pump, Pressure taps, camera, lights, parabolic mirrors.	EGR 112
6:10 PM to 6:40 PM	Finding experiment equipment <ul style="list-style-type: none">• Found clear Venturi tube. Comes with pressure taps and flow computer. Compatible with $\frac{3}{4}$ in PVC piping. \$300• Clear PVC from Home Depot - \$10.50/5ft• Need to contact other team about splitting the cost of Schlieren imaging equipment.	EGR 112

6:40 PM to 7:15 PM	Created progress presentation power point <ul style="list-style-type: none"> • Project Description – Clay • Updates – Lateef & Aziz • Manufacturing/Testing – Thomas and Brianna • Budget & Schedule - Galen 	EGR 112
7:15 PM to 7:30 PM	Discussed team member tasks <ul style="list-style-type: none"> • See details below 	EGR 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete and submit minutes Create Google doc for Lab	Brianna	1/29/2017	1/29/17
Get purchase approvals from Dr. Oman and Dr. Trevas	Galen	2/3/2017	
Email & call Vi about schematics or visit	Clay	1/30/2017	
Practice for progress presentation	Everyone	2/1/2017	

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

Next formal meeting: 1/31/2017 at Egr. 112 at 5:30 pm.