

CLIENT MEETING MINUTES

Topic: Meeting Client for clarification

Friday, November 2, 2018

1:30 pm-3:00 pm

Minutes recorded by: **Taylor Mellon**

Meeting called by: **B.E.E**

Attendees: **Taylor Mellon, Kyle, Talon and Jonathan Heitzinger**

Please bring: Laptops

Table 1. Record of meeting.

<p>1:30 pm to 2:30 pm</p>	<p>Discussion of Project and Content needed</p> <ul style="list-style-type: none"> ● Discussion led by Taylor Mellon ● Discussed if the progress made on the project is headed in the right direction <ul style="list-style-type: none"> ○ Client Informed the team that SBS West does in fact have ventilation. However, the current ventilation is not up to modern day code standards. ○ The team was also informed that they should be focusing on the exhaust of the system rather than the intake. ○ The client was should the hypothetical final design and he seemed pleased ● Discussion of the Blueprints of SBS West <ul style="list-style-type: none"> ○ The client was informed that the team has little to no knowledge regarding how to read mechanical blueprints. ○ The client was able to help the team understand the blueprints and what aspects they should be specifically addressing ○ Due to the complexity of the HVAC system and the lacking knowledge (regarding HVAC) of the team, the client suggested we were to start simple and eventually work our way to complex. 	<p>Building 77 at NAU</p>
<p>3:30pm to 4:00pm</p>	<p>Discussion of Client's Views on Project</p> <ul style="list-style-type: none"> ● Discussion led by Client (Jon) ● Discussion steps from here <ul style="list-style-type: none"> ○ The team was informed that this project would probably need to continue over to the next academic year ○ The team was given a mass amount of SBS West which included the blueprints and specs ○ The team then scheduled a walk through with the client on the 14th of November at 3:30pm ● Although a lot of information was given and discussed, the main focus was the information mentioned above. 	<p>Building 77 at NAU</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Revised Scope of Work and Documentation for Capstone project	All	10/08/2018	10/08/2018
Emailed Client for Needed Materials and Update	Taylor Mellon	N/A	10/18/2018
Emailed Client for Needed Materials and Update	Taylor Mellon	N/A	10/24/2018
Emailed Client because Information has not been Provided, and Client was sent Preliminary Report	Taylor Mellon	N/A	10/29/2018
Concept Generation and Selection	All	10/22/2018	10/21/2018
Analysis of the Ventilation	Taylor Mellon	11/09/2018	
Analysis of the Structural and actuation	Talon Mills	11/09/2018	
Analysis of the Solar Generation and Array	Kyle Matsuoka	11/09/2018	
Analysis of the Heat Exchanger	Hani Alharbi	11/09/2018	
Analytical layout for Dr. Trevas	All	10/12/2018	10/11/2018
Presentation: Concept Generation and Selection	All	10/23/2018	10/23/2018
Report: All Information Regarding the Project	All	10/27/2018	10/27/2018
Walk through SBS West	All	11/14/2018	

Next formal meeting: 11/04/2018