

STAFF MEETING MINUTES

Topic: Project Requirements

Tuesday, January 22, 2019

6:30 pm-7:00 pm

Minutes recorded by: Taylor Mellon

Meeting called by: Bio-Inspired Design team and Dr. Oman

Attendees: Talon Mills, Taylor Mellon, Kyle Matsuoka, Hani Alharbi and Dr. Oman

Please bring: Laptops

Table 1. Record of meeting.

<p>6:30 pm to 6:45 pm</p>	<p>Discussion of the Previous Semester</p> <ul style="list-style-type: none"> • Discussion led by Dr. Oman • Discussion of what was done last semester • There was confusion on what the relevance of some of the assigned task were. • Team and Dr. Oman determined the important aspects of last semesters work 	<p>3rd Floor 321</p>
<p>6:45 pm to 7:00 pm</p>	<p>Discussion of the New Semester</p> <ul style="list-style-type: none"> • Discussion led by both Dr. Oman and Team members • Discussion of what the team was wanting to the do this semester <ul style="list-style-type: none"> ○ Would the analytical analysis of the current HVAC continue? ○ Or will the team decide to focus more so on the design of a new venting system? • Team decided to focus on prototyping and design of experiments. • The next steps: <ul style="list-style-type: none"> ○ The team is to develop a list of major aspects which could be analyzed ○ The team was to then propose a prototype (scaled) which incorporates the analyses. • The team will then meet with Dr. Oman later in the week, regarding the new direction of the project 	<p>3rd Floor 321</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Memo of Analyses and Scaled Prototype Proposal	All	01/28/2019	01/24/2019

Next formal meeting: 01/28/2019, Engineering Building, at 2:30pm.