

STAFF MEETING MINUTES

Topic: Project Requirements

Monday, November 5, 2018

6:30 pm-6:50 pm

Minutes recorded by: **Hani Alharbi**

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

Attendees: **Talon Mills, Taylor Mellon, Kyle Matsuoka, Hani Alharbi, Dr. Trevas**

Please bring: Laptops

Table 1. Record of meeting.

<p>6:30 pm to 6:45 pm</p>	<p>Discussion of Concept Generation</p> <ul style="list-style-type: none"> ● Discussion led by Dr. Trevas ● Did have website updated <ul style="list-style-type: none"> ○ Meeting minutes and project material ● Discussed what is going on with the individual analytical analysis which is due on Nov 9 ● Dr. Trevas was informed that each one of us is doing great on the individual analytical analysis, and made sure that each one of us is on the right way. ● Additionally, a discussion of the walkthrough for SBS west is made and Dr. Trevas has agreed to take a look to the building 	<p>3rd Floor 314</p>
<p>6:45 pm to 6:50 pm</p>	<p>Discussion of the Analytical Responsibilities</p> <ul style="list-style-type: none"> ● Discussed analytical analyses be conducting an progress <ul style="list-style-type: none"> ○ Ventilation: Researched different forms of analytical analyses that have been conducted on ventilation. Narrowed down what to focus on because ventilation is a broad subject. ○ Solar: Began looking a solar panels, what kind we need and arrays we could use ○ Heat Exchangers: Heat Exchanger: Due to Hani having made some progress on his analysis, he will continue to work on his analysis. The only problem with this that the client informed us that we do not need a heat exchange.. ○ Structural analysis and actuation: Researched common materials for ventilation systems. Additionally, research was conducted on what kind of actuation we will need and why. ● Responsibility of each analysis was agreed upon. <ul style="list-style-type: none"> ○ Ventilation: Taylor ○ Solar: Kyle ○ Heat Exchangers: Hani ○ Structural analysis: Talon ● Reminded that next week we don't have class due to 	<p>3rd Floor 314</p>

	Veterans' Day.	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Ventilation	Taylor Mellon	11/9/2018	
Structural analysis and actuation	Talon Mills	11/9/2018	
Further Analysis of the Solar Generation and Array	Kyle Matsuoka	11/9/2018	
Further Analysis of the Thermal Couplet	Hani Alharbi	11/9/2018	

Next formal meeting: 10/19/2018, Engineering Building, at 5:30 - 8:00pm.