

Capstone Meeting

Subject: Background Presentation meeting

Location: Engineering Café

Date: 9/16/18

Time: 10:00 am

Materials & Preparation: Please bring your laptops and begin research before coming. Research state-of-the-art design(s) for benchmarking and background section. For clarification, this means to see what has been implemented in test turbines before, not to begin concept generation.

Agenda:

1.) Introduction

- a. Ask questions
- b. Quick discussion to clarify any ongoing concerns or confusing points

2.) Work on Presentation(due 9/18)

- a. Project Description
- b. Background and Benchmarking
 - i. Describe existing state-of-the-art
 - ii. Discuss previous designs and general idea what has worked thus far
- c. Customer and Engineering Requirements
 - i. Preliminary House of Quality
 - ii. Explain the relationship between ER's and Customer needs
 - iii. **SPECIFY WILLY'S REQUESTS**
- d. Schedule & Budget
 - i. Provide a cursory schedule for task completion. Indicate our current position. (i.e. ahead, behind, or on schedule)
 - ii. Provide information on expected budgeting throughout the two semesters

3.) Final Presentation Work

- a. Finish the presentation
- b. Review slideshow to verify that it is worthy of submission
- c. Quick run through of presentation
 - i. What, When, and How to say stuff

4.) Conclusion

- a. Final remarks
- b. Clarification of any final details
- c. Set time for next meeting