

Collegiate Wind Competition '19

Subject: Strategic planning for future work

Location: Capstone Room

Date: 9/21/18

Time: 5:00 pm

Materials & Preparation: Laptops, Logbooks, Focused minds.

Minutes taken by: Naser Alrashidi

Agenda:

1.) Introduction

- a. Discuss concerns
- b. Address questions, confusions, clarification.
- c. Re-establish official meeting time. Regain team organization.

2.) Discuss Future Work

- a. Focus on upcoming tasks first.
- b. Readdress strengths and interests in turbine design
- c. Delegate teams and their leads. Narrow focus for each team member.
- d. Sign-off on official tasks

3.) Focus on Research

- a. Identify the focus of each team member.
- b. Team Written assignment. Memo of research done to the team. NOT a class assignment, but necessary to be completed. Set due date.
- c. Clarify topics

4.) Conclusion

- a. Final remarks
- b. Clarification of any final details
- c. Quick review of agenda and meeting minutes.
- d. Post minutes before leaving the meeting.