MEETING MINUTES 2

Topic: Meeting 2 – Meeting 2 Test team A

Monday, September 20, 2017 - 6:00pm – 7:00pm
Minutes recorded by Devon
Meeting called by Devon
Attendees: Devon, Evan, Aaron, Qian, Soud, Kory
Executive summary:
This meeting began with a quick dissemble of a turbine from a previous year to see what they did well and what they did not do well. After the disassembly, we went through the rules and gathered a few engineering requirements that relate to the components that our team is working on. We talked about what everyone needs to accomplish before Monday. Lastly, we talked about a few customer requirements.

6:00pm-6:15pm	**Dissemble of previous turbine** 1. Simplicity of design
6:15pm-6:30pm	**Engineering requirements** 1. DC-DC - max 48 Volt DC - Zero state of charge of all electronic components before testing starts 2. hub - Size (45 X 45 X 45 CM^3) - Power 10 W @ 10m/s - Start up Below 5 m/s wind speed 3. Generator - Size under 5 X 5 Cm
6:30pm-6:45pm	**Tasks for Preliminary design** 1. 1.1 Introduction (Evan) 1.2 Project Description (Soud) 1.3 Original system (Devon) 2.1 Customer Requirements (Soud) 2.2 Engineering Requirements (Aaron) 2.4 House of Quality (Devon) 3.1 Design research (everyone) 3.2 System level (Qian) 3.3 Functional Decomposition (Evan) 3.4 Sublevel (Everyone) 2. Overall document structure/formatting (Kory)
6:45pm-7:00pm	**Customer needs** - The turbine must generate power to the load - The turbine needs to be insulated/grounded properly - The electrical cables leaving the turbine should be in cable form - The turbine should be easily transportable - The turbine should be assembled easily - The turbine should be easy to operate - The turbine should be safe

	- The turbine should be durable and stable - The turbine should generate as much power as possible

Appendix A Gantt Chart

Name	Begin date	End date
Project preference	8/28/17	8/30/17
Team Charter	9/7/17	9/15/17
Meeting Minutes 1	9/18/17	9/22/17
Preliminary presentaion	9/21/17	10/2/17
Meet the TA	10/3/17	10/6/17
Preliminary report	9/25/17	10/6/17
preliminary report due	10/6/17	10/6/17
peer eval 1	10/13/17	10/13/17
Analytical 1 team memo	10/9/17	10/13/17
Analytical 1 individual	10/12/17	10/20/17
Final proposal presenta...	10/24/17	11/6/17
Final report	10/30/17	11/10/17
Final report due	11/10/17	11/10/17
Peer eval 2	11/17/17	11/17/17
Analytical 2 team memo	11/13/17	11/17/17
Analytical 2 individual	11/16/17	11/24/17
Final Cad package/BOM	11/27/17	12/8/17
Final prototype	11/30/17	12/8/17
Final proposal revision	12/1/17	12/8/17
Final prodosal revisions...	12/8/17	12/8/17
Peer eval 3	12/11/17	12/11/17