MEETING MINUTES 4

Topic: Meeting 4 – Meeting 4 Test team A

Monday, October 9, 2017, 2017 - 5:30pm – 7:30pm
Minutes recorded by Devon
Meeting called by Kory
Attendees: Devon, Evan, Aaron, Qian, Kory, Soud
Executive summary:
This meeting the team reviewed the email that was sent out by Dr. Oman. This email had a list of items that needed to be accomplished by Friday (13 October 2017). After we discussed the email we started talking about the action items for this week. After we finished updates from last weeks action items we started to discuss the analytical topics we wanted to cover. We wanted to have our topics selected so that we could get them approved by our client before we turned in our team memo. We finished the meeting by discussing everything that was due this week and made sure that the team was aware of everything that needed to get done.

5:30pm-5:45pm	**Email review** - Action item old/new - Print 2 copy of report Grade/ find issues - Turn in 1 cope of grade report Memo on missing/ need to add information - Keep second copy for reference - Go over requirement for upcoming assignments mark questions - Friday website launch - Review everyone else sections for Wednesday.
5:45pm -6:00pm	**Action items** Kory/Soud - Memo compiling for team analytical memo - Meet with Willy analytical topics Devon - Unable to accomplish recreation of table 3.3 - Meet with professors Willy and Acker Qian - Talk to Yarimasu about circuits - Get data book from willy Aaron - Meet with Professor Willy - Talk with Yaramasu about rewire Evan - Work on trouble shooting simulation transistors for out of phase - Meeting with Yaramasu to figure out why
6:00pm-6:45pm	**Analysis topics** Kory/Soud - Pending gen type, iterate last years code for optimum shaft geometry Devon - Cp vs Lambda, and optimum blade geometry in matlab Qian - Board ground/ current through each component

	- Initial schematics turn into boards Aaron - Dynameter test current generator to optimize one for us. Evan - use interleaved boost converter equations to find optimum size
6:45pm-7:30pm	**Requirements upcoming weeks** This week (week 7) - grade preliminary report - memo with new/missing information from report by Friday at 1000 - peer evals Friday 0000 hours - team memo due Friday 0000 - website uploaded Friday at 0000 next week (week 8) - individual analytical Friday 20 October 2017 0000 in future - final prestation/ report (week 11) **All according to bblearn** No questions