

MEETING MINUTES

Topic: Test Team Meeting

Monday, January 29, 2018 – 5:30pm – 6:30pm

Minutes recorded by Kory Joe

Meeting called by Alex

Attendees: Devon, Evan, Aaron, Qian, Soud, Kory and Test Team B

Executive summary: Updates on the current design progress and deadlines.

5:30pm – 5:40pm	Funding for wind turbine components <ol style="list-style-type: none">1. Send already purchased info to Alex for refunds2. Future purchases need to be approved by:<ol style="list-style-type: none">a. Willy for MEsb. Yaramasu for EEs
5:40pm – 5:50pm	Design updates <ol style="list-style-type: none">1. Pitching and brake systems<ol style="list-style-type: none">a. Electrical aspect works out for the new design
5:50pm – 6:05pm	Shop Training for MEs <ol style="list-style-type: none">1. Need to talk to shop personnel for training, need as many as possible Sawdering Workshop for EEs <ol style="list-style-type: none">1. As soon as possible
6:05pm – 6:30pm	Scheduling <ol style="list-style-type: none">1. MEs need approval for parts from Willy<ol style="list-style-type: none">a. Upon approval, order immediatelyb. Expect to be manufacturing in three weeks (best case scenario)2. EEs expect to be ready for the wind tunnel by competition time3. MEs need to do sizing4. Upon Hardware Review 1, EE systems should be done and ME systems will start work