

MEETING MINUTES 22

Topic: Meeting 22 – Team Leads Meeting

Thursday, April 12, 2018, 02:30pm - 03:30pm

Chair: Leo Segura De Niz

Attendees: David Willy, Karin Wadsack, Alana B, Tristan S, Anthony C, Devon H.

Location: Room 323 @ EGR Building

Table 1. Tentative Schedule

Introduction

1. Announcements
 - a. Institutional excuse forms
 - i. Monday of week 15 follow up with instructor.
 - b. Business pitch April 18th.
 - c. DOE report
 - i. Final Draft Due Friday, April 13th.
 - ii. Remind Willy to review the DOE Report!
 - d. Presentation Practice in Capstone is REQUIRED.

Discussion Topics

1. Market Team Update
 - a. Electrical Model, Siting, Business Plan
 - i. Business team doing a practice run.
 - ii. Working on the executive summary today.
 - iii. Business team working on editing.
2. Test Team Manufacturing, Assembly and Testing
 - a. PCB Board, soldering, and transistors.
 - b. 2nd generator?
 - c. Blades status - Blades sent to be printed with FIXED blade twist.
 - d. SHIPPING IN THE 27TH.
3. Who is presenting at the competition?
 - a. **See the shared sheets. May be modified as necessary!**
4. Spend the rest of the time on the DOE Report
5. Notes
 - a. Siting 2 posters
 - i. 1 poster will be outsourced to Officemax, Staples...
 - b. Anthony - Tube Guy for posters
 - c. May 4th - Spiral bound for the CUP.
 - d. Leo - 3D model of market turbine (Suitcase).
 - e. Borrow a banner.
 - f. **Who is an NAU driver??**

Plan for next meeting

1. Review deliverables/ tasks/ to-do's to be completed by the next meeting.