## **MEETING MINUTES 14**

## **Topic: Meeting 14 – Team Leads Meeting**

Thursday, February 8, 2018

02:30pm - 03:30pm

Chair: Leo Segura De Niz

Attendees: David Willy, Anthony C, Devon H, Tristan S

Location: Room 323 @ EGR Building

 Table 1. Tentative Schedule

02:30pm- 02:35pm       Introduction         1. Announcements       a. Final Draft of the report will be due April 9th.         a. Final creport to be turned in April 22nd.       b. Travel         b. Travel       i. Sufficient representation at the competition.         1. See chart below.       ii. Fundraising         1. Michael looking at Big Foot and Pay and Take.       2. Lumberyard (Devon)         02:35pm       Discussion Topics         03:25pm       Test Team A - Blades, Shaft, DC-DC Converter, Wind Tunnel Testing, Generator         Test Team B - Hub, Rectifier, Nacelle, Brakes, Yawing, Load, Tower, Energy Storage         Market Team - Turbine Design, Siting Challenge within 100mi, Siting Challenge at the competition, Car Charging Station, Support test teams         1. Market Team         a. Conceptual design will be completed by next week.         b. Need high level electrical model. EEs in the test tams to help with this?         i. EIS (Evan?) will send Simulink model to Mitchell Green.         ii. Have Evan and Mitchell meet Willy.         iii. 2nd person from Market Team needed for Simulink Model (Michael?)         c. Sitting         i. Software update by next week. (Follow up with Alana).         iii. Meet with Willy next week.         d. Business update
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d. Business update
i. Jordan working on partnership with blink.
ii. Started Business Report.
<ul><li>iii. Rough Draft will be completed before spring break.</li><li>2. Test Teams</li></ul>
a. ME drawings
i. Some completed.
ii. Updating blade size. FEA to be finished. To be completed by Monday 2/12.
iii. Tower, base-plate, bearings to be manufactured or ordered.
iv. Longest lead-time is plate aluminum. Slip ring assemblies. Follow up with
the Alex about the forms.
b. Manufacturing

	c. EE parts to order/lead time - Alex
	i. What parts have been ordered and what is your longest lead time?
	d. Devon and Dakota will follow up with Alex on parts to be ordered.
	e. On schedule, behind schedule or ahead of schedule for March 1st.
	i. 5 weeks to wind tunnel best case scenario (March 15th).
	f. Testing Procedure
	i. Who is responsible?
	ii. Spenser and Dakota - DOE set up
	1. Thermo fluids lab project
	2. Testing procedures
	iii. Aaron EE for testing procedures
	g. Breakdown the rough draft for the report
	i. Outline with responsible students for each section.
	3. How are ME shop meetings going?
	a. Did not occur this week. Will continue on next week.
	b. Friday afternoons (3PM). ME shop meetings at 98C.
	4. Test turbine design decomposition with Willy.
	a. individual meetings ongoing.
03:25pm-	Plan for next meeting
03:30pm	1. Review deliverables/ tasks/ to-do's to be completed by the next meeting.
-	2. EE Design review with Willy
	a. Next Leads meeting will be focused around EE.
	b. Show up prepared. Bring work. Be ready to present on the screen.
	i. Evan, Yousef, Alex, Tristan
	3. Alana - Update on software findings by next Friday

	Resources					
DOE Competition	Engineering	Business	ME	EE	# BUS	
Private Presentation	90%	10%	1(min)	1(min)	1?	
Public Pitch	20%	80%	?		2 (min)	
Turbine Testing	100%	0%	2 (min)	2 (min)		
Siting Challenge	95%	5%	2 (min)	1?	1?	
Kid Wind Event	any	any				
Total			4	3	4	11
		1	Devon	Evan	1	
		1	Anthon y	Yousef	1	
		1	Leo	Aaron	2	
		1	Jacob			
		1	Spencer			
		2	Dakota			
		1	Alana			
		2	Michael			
		2	Craig			
		2	Mitchell			
		2	Ben			
		2	Alex			
		2	Tristan			