To:
 Sarah Oman

 From:
 CWC 2018 – Test Team B

 Date:
 9/22/2017

Subject: Meeting Minutes

# **Meeting Minutes**

## **Topic: Scheduling and Project Management**

Meeting Date: Monday, September 18, 2017

5:30 pm – 7:30pm

Minutes recorded by: Jacob Peterson

Meeting called by: Tristan Scott

Attendees: Jacob Peterson, Dakota Sallaway, Spencer McMahon, Yousef Alali, Benjamin Macleod, Alex Dahlmann

#### Announcements:

Reach out to Willy and collect a Wind Turbine to reverse engineer. Cover Section 6, testing/design to answer/ask questions with professor Willy. Week 6 of capstone preliminary design due. This week decide options for each component, i.e. Passive yaw systems.

#### Table 1. Record of meeting.

5:30pm to 6:00pm	<ul> <li>Announcements and meeting introduction</li> <li>Discussed assignments due</li> <li>Reach out to Willy and collect Wind turbine to reverse engineer</li> <li>Cover Section 6, testing/design to answer/ask questions with professor Willy</li> <li>Week 6 of capstone preliminary design due.</li> <li>This week decide options for each component, i.e. passive yaw systems</li> </ul>	Rm 314
6:00pm to 6:30pm	<ul> <li>Team created a Work Breakdown Schedule         <ul> <li>The team broke down the project into deliverables and assigned leadership to each deliverable</li> <li>The team determined Engineering and Customer requirements for the project and its deliverables based upon the rules and regulations of the 2018 Collegiate Wind Competition</li> <li>5 engineering requirements are listed at the end of the minutes document.</li> </ul> </li> <li>A timeline was constructed to determine the order of assignments due: Project preference form</li></ul>	Rm 314

		(00.0 so to so to so 0017)	
	Meeting minutes	(22 September 2017)	
	Preliminary Presentation	(2 October 2017)	
	Preliminary Report	(6 October 2017)	
	Meet with the TA	(6 October 2017)	
	Peer Evaluation	(13 October 2017)	
	Analytical 1 team memo	(13 October 2017)	
	Analytical 1 Individual	(20 October 2017)	
	Final Proposal Presentation	(6 November 2017)	
	Final Report	(10 November 2017)	
	Peer Evaluation 2	(17 November 2017)	
	Analytical 2 team memo	(17 November 2017)	
	Analytical 2 individual	(24 November 2017)	
	Final cad package/BOM	(8 December 2017)	
	Final Prototype	(8 December 2017)	
	Final proposal revision	(11 December 2017)	
	Peer Evaluation 3	(13 December 2017)	
7:00pm to 7:30pm	meeting.	c <b>tion</b> ader and logger for minutes at the next bected from them for the next meeting	

### Table 2. Action Items.

Task	Person Assigned	Due Date	Date Complete
Generate preliminary design for the hub, (2.1 2.3, 3.4)	Spencer	9/25/17	2/12/17
Examine rectifier 3.4, 1.2, 3.1	Tristan	9/25/17	2/12/17
1.1,3.4, Look into voltage regulators	Yousef	9/25/17	2/12/17
Generate a preliminary design for the tower and nacelle 2.2, 2.4,3.4	Dakota	9/25/17	2/12/17
Acquire the Wind Turbines, generate a preliminary design for brake and yaw systems, 3.2, 1.2, 3.4	Jacob	9/25/17	9/23/17
Create Gannt Chart and Rectifier chart, 3.4, 3.2.1,3.2.2,3.2.3	Alex	9/25/17	9/23/17
Generate preliminary design options for load 1.3, 3.4	Ben	9/23/17	9/23/17

Next formal meeting: Wednesday September 27, 2017

Gantt Chart:

project		2017 Project Preference am (1	vleeting Minutes Week 4 er Ei	rai 1n FinaFinal RPeer	Eval 2 tion Final Prototype	2018 eige / BOM
Name	Begin End date	l September	l October	November	December	l January
Project Preference	8/30/17 8/30/17					
Team Charter	9/15/17 9/15/17	•				
Meeting Minutes Week 4	9/22/17 9/22/17					
Preliminary Presentation	10/2/17 10/2/17		*			
<ul> <li>Meet the TA</li> </ul>	9/6/17 9/6/17	•				
Preliminary Report Team A	9/22/17 10/2/17					
<ul> <li>Preliminary Report Team B</li> </ul>	9/22/17 10/4/17					
1.1 Team B	9/22/17 9/25/17					
<ul> <li>1.2 Team B</li> </ul>	9/22/17 9/25/17					
1.3 Team B	9/22/17 9/25/17					
• 2.1, 2.2, 2.4 Team B	9/22/17 9/25/17					
3.1, 3.2, 3.3, 3.4 Team B	9/22/17 9/25/17					
<ul> <li>4.1, 4.2, 4.3 Team B</li> </ul>	9/26/17 10/4/17					
5.1 Team B	9/26/17 10/4/17					
Design Components (Team A/	B) 9/18/17 9/30/17	_				
Generator (Aaron/ Evan)	9/18/17 9/20/17	- h				
<ul> <li>Rectifier (Alex/Tristan)</li> </ul>	9/21/17 9/23/17		h			
DC - DC (Evan/ Qian)	9/24/17 9/27/17					
Load (Ben/ Yousef)	9/28/17 9/30/17					
Pitch (Devon/ Soud)	9/18/17 9/20/17	<b>_</b> h				
<ul> <li>Blades (Devon/Soud)</li> </ul>	9/18/17 9/20/17					
Brake (Jacob/ Yousef)	9/21/17 9/23/17		h			
<ul> <li>Hub (Spencer/ Jacob)</li> </ul>	9/24/17 9/27/17					
Necell (Dakota/ Spencer)	9/18/17 9/30/17					
<ul> <li>Yaw (Jacob/ Dakota)</li> </ul>	9/18/17 9/20/17					
Tower (Dakota/ Spencer)	9/18/17 9/30/17					
<ul> <li>Shaft (Soud/ Kory)</li> </ul>	9/18/17 9/30/17					
Peer Eval 1	10/13/ 10/13/17					
<ul> <li>Analytical 1 team memo</li> </ul>	10/6/17 10/11/17		h			
<ul> <li>Analytical 1 individual</li> </ul>	10/12/ 10/17/17					
<ul> <li>Final Proposal Presentation</li> </ul>	11/6/17 11/6/17			•		
<ul> <li>Final Report</li> </ul>	11/10/ 11/10/17			•		
Peer Eval 2	11/17/ 11/17/17			•		
<ul> <li>Analytical 2 Team memo</li> </ul>	10/11/ 11/17/17					
<ul> <li>Analytical 2 Individual</li> </ul>	11/17/ 11/24/17					
Final Cad package / BOM	12/8/17 12/8/17				*	
Final Prototype	12/8/17 12/8/17				•	
Final Proposal Revision	12/11/ 12/11/17				•	
Peer eval 3	12/13/ 12/13/17				•	