

Memorandum

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	Announcements and meeting introduction <ul style="list-style-type: none">• Discussed assignments due• Reach out to Willy and collect 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	Rm 314
6:00pm to 6:30pm	Team created a Work Breakdown Schedule <ul style="list-style-type: none">• The team broke down the project into deliverables and assigned leadership to each deliverable• 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• 5 engineering requirements are listed at the end of the minutes document.• A timeline was constructed to determine the order of assignments due: Project preference form (30 August 2017) Team Charter (15 September 2017)	Rm 314

	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	Discussion of future team direction <ul style="list-style-type: none"> Determined who will be team leader and logger for minutes at the next meeting. The team discussed what is expected 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:

