

## Memorandum

**To:** Sarah Oman  
**From:** CWC 2018 – Test Team B  
**Date:** 9/25/2017  
**Subject:** Meeting Minutes

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# Meeting Minutes

## Topic: Scheduling and Project Management

**Meeting Date:** Monday, September 25, 2017  
**6:30 pm – 7:30pm**

**Minutes recorded by:** Tristan Scott

**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.

Week 6 of capstone preliminary design due.

Meet with TA

This week decide options for each component, i.e. Passive yaw systems.

**Table 1. Record of meeting.**

<b>6:30pm to 7:00pm</b>	<b>Announcements and meeting introduction</b> <ul style="list-style-type: none"><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 235
<b>7:00pm to 7:30pm</b>	<b>Team Discussed Preliminary Report</b> <ul style="list-style-type: none"><li>• The team broke down the report 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>• Set a meeting for Friday Sept. 29, 2017 to help create a HoQ</li></ul>	Rm 235

	<p><b>Discussion of future team direction</b></p> <ul style="list-style-type: none"> <li>• Determined who will be team leader and logger for minutes at the next meeting.</li> <li>• The team discussed what is expected from them for the next meeting</li> </ul>	
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**Table 2. Action Items.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	
Generate preliminary design for the hub, Pro & Cons for Chapter 4, Refining sections 2.1, 2.3, 3.4	Spencer	10/2/17	
Examine rectifier, Refine 3.4, 1.2, 3.1, Pros & Cons	Tristan	10/2/17	
Refine sections,1.1,3.4, Look into voltage regulators, Pro & Cons for Chapter 4, Attend Yaramasu's meeting	Yousef	10/2/17	
Generate a preliminary design for the tower and nacelle, refine sections 2.2 , 2.4,3.4, Pro & Cons for Chapter 4, Schedule meeting with TA	Dakota	10/2/17	
Acquire the Wind Turbines, generate a preliminary design for brake and yaw systems,refine sections 3.2, 1.2 , 3.4, Pro & Cons for Chapter 4	Jacob	10/2/17	
Examine Rectifiers,Refine 3.4 , 3.2.1,3.2.2,3.2.3, Pro & Cons for Chapter 4, Attend Yaramasu's meeting	Alex	10/2/17	
Generate preliminary design options for load 1.3, 3.4, Pro & Cons for Chapter 4, Attend Yaramasu's meeting, Schedule a meeting with Team A to discuss DC-DC converter, Schedule meeting with TA	Ben	10/2/17	

**Next formal meeting: Wednesday October 2, 2017**