

## Memorandum

**To:** Sarah Oman  
**From:** CWC 2018 – Test Team B  
**Date:** 10/6/2017  
**Subject:** Meeting Minutes

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# Meeting Minutes

## Topic: Scheduling and Project Management

**Meeting Date:** Monday, October 2, 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

**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 report due this week.</li><li>• This week look over the feedback Jeremy provided on the preliminary report.</li></ul>	Rm 235
<b>7:00pm to 7:30pm</b>	<b>Team Discussed Preliminary Report</b> <ul style="list-style-type: none"><li>• Assigned leadership to each deliverable on the preliminary report is responsible for refining sections and addressing feedback provided</li><li>• The team determined that having an english graduate student edit for grammar and spelling would be beneficial</li><li>• Decided to not meet on October 4, 2017 and instead use that time to work on deliverables</li></ul>	Rm 235
	<b>Discussion of future team direction</b> <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>	

**Table 2. Action Items**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	
Address Jeremy's feedback for sections you are responsible for, create sketches for relevant sections	Spencer	10/6/17	
Address Jeremy's feedback for sections you are responsible for, sketches or schematics for relevant sections	Tristan	10/6/17	
Address Jeremy's feedback for sections you are responsible for, create sketches for the load designs in report	Yousef	10/6/17	
Address Jeremy's feedback for sections you are responsible for, sketches for relevant sections	Dakota	10/6/17	
Address Jeremy's feedback for sections you are responsible for, get pictures of previous year's turbines from Willey, responsible for refining formatting of report	Jacob	10/6/17	
Address Jeremy's feedback for sections you are responsible for, complete section 5.1	Alex	10/6/17	
Schedule an english graduate student to review preliminary report, address Jeremy's feedback for sections you are responsible for	Ben	10/6/17	