

Memorandum

To: Sarah Oman
From: CWC 2018 – Test Team B
Date: 10/16/2017
Subject: Meeting Minutes

Meeting Minutes

Topic: Scheduling and Project Management

Meeting Date: Monday October 16, 2017
6:00 pm – 7:30pm

Minutes recorded by: Spencer McMahon

Meeting called by: Tristan Scott

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

Announcements:

Analytical Analysis 1 individual memo: Finish by Friday 10/20/17
DOE Conference call Tuesday October 17th at 9am to 10am

Table 1. Record of meeting.

6:00pm to 6:30pm	Announcements and meeting introduction <ul style="list-style-type: none">• Discussed assignments due• Reviewed action items from last meeting• Discussed information from leads meeting regarding team research• Discussed what modeling is expected to be completed by 10/30/17	Rm 235
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6:30pm to 7:30pm	Team discussed preliminary report grading and individual Analytical Analysis <ul style="list-style-type: none"> • Discussed grading of preliminary report • Discussed possible improvements to be made to preliminary report • Discussed possible design decisions 	Rm 235
	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	
Start CAD modeling designs, finish individual analysis	Spencer	10/23/17	
Start Pspice/Simulink designs, finish individual analysis, Meet with Dr.Yaramasu	Tristan	10/23/17	
Start Pspice/Simulink designs, finish individual analysis, meet with David Wiley	Yousef	10/23/17	
Start CAD modeling designs, finish individual analysis, finish preliminary report comments to addressed outline on google docs	Dakota	10/23/17	
Start CAD modeling designs, finish individual analysis	Jacob	10/23/17	
Start Pspice/Simulink designs, finish individual analysis, Meet with Dr.Yaramasu	Alex	10/23/17	
Start Pspice/Simulink designs, finish individual analysis, meet with David Wiley	Ben	10/23/17	

Next formal meeting: Monday October 23, 2017