

Memorandum

To: Sarah Oman
From: CWC 2018 – Test Team B
Date: 10/23/2017
Subject: Meeting Minutes

Meeting Minutes

Topic: Discussion of Analytical Analysis

Meeting Date: Monday October 23, 2017
5:30 pm – 7:30pm

Minutes recorded by: Benjamin Macleod
Meeting called by: Tristan Scott
Attendees: All members of Test Team A and Test Team B

Announcements:

Everyone has to participate in creating a prototype of their assigned component of the Turbine. Develop a CAD package for mechanical components and simulations of electrical components by Monday the 30th. For all of the analytical analysis performed by each team member, compile all conclusions into one document. Upload entire analytical to drive.

Table 1. Record of meeting.

5:30pm to 6:00pm	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.· Schedule meeting for prototype building to be Wednesday Oct. 25th.	Rm 235
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6:00pm to 7:30pm	Team Dispersed Into Sub-groups <ul style="list-style-type: none"> ● Members discussed related components. ● Compared results from each individual analysis. ● Started recording what parameters each analysis considered and measured which were achievable. ● Devised a rough schematic to prepare for simulations and CAD packages. ● Narrowed down on solid, realistic parameters, based off each members components, to perform effective simulations and CAD packages. 	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. ● Assigned due date for simulations and CAD Packages for each team member due October 30th. ● Expect every team member to attend Wednesday meeting to build prototype. 	

Table 2. Action Items.

Task	Person Assigned	Due Date	
Meet David Willy to discuss hub and yaw systems. Finish cad package for hub.	Spencer	10/23/17	
Create Rectifier Simulink simulations. Yiramasu meeting.	Tristan	10/23/17	
Meeting with Willy about motors and Arduino considerations. Rough draft of code for braking and hub system.	Yousef	10/23/17	
Create tower and nacelle cad packages. Create tower and nacelle prototype.	Dakota	10/23/17	
Create Brake and yaw prototypes. Further analyze drag and lift effects for the yaw.	Jacob	10/23/17	
Compiling all simulations and CAD packages into one formal package. Yiramasu meeting.	Alex	10/23/17	
Contact David Willy about status of storage element. Submit a rough draft of a question for DOE. Create a simulation of the load circuit.	Ben	10/23/17	

Next formal meeting: Wednesday October 25, 2017