

## Memorandum

**To:** Sarah Oman  
**From:** CWC 2018 – Test Team B  
**Date:** 11/01/2017  
**Subject:** Meeting Minutes

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# Meeting Minutes

## Topic: Scheduling and Project Management

**Meeting Date:** Wednesday Nov 1, 2017

**7:00 pm – 8:05pm**

**Minutes recorded by:** Yousef Alali

**Meeting called by:** Tristan Scott

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

### Announcements:

- Complete your presentation slides.
- Check the lefted comments on the previous report make sure to get them corrected.

**Table 1. Record of meeting.**

<b>7:00pm to 7:30pm</b>	<b>Announcements and meeting introduction</b> <ul style="list-style-type: none"><li>• Discussed assignments due</li><li>• Reviewed action items from last meeting</li><li>• Check the presentation and report rebrok</li></ul>	Rm 235
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<b>7:30pm to 8:05pm</b>	<b>Team Discussed Preliminary Report</b> <ul style="list-style-type: none"> <li>• Check the report and assign every team member to work on a specific part.</li> <li>• Look through the comments and edit any needed changes on the proposal report.</li> <li>• Research the estimated budget for the needed component.</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.**

Task	Person Assigned	Due Date	
Redesign hub actuator plate and start preliminary analysis of actuator forces. And work on presentation slides.	Spencer	11/3/17	
Research commercial diode bridge, rectifiers with Yamasu, and work on presentation slides.	Tristan	11/3/17	
Work on the solenoid, email Josh about solenoid and braking system, presentation slides.	Yousef	11/3/17	
Taking last year's turbine apart to understand nacelle rotation, and work on presentation slides.	Dakota	11/3/17	
Start yaw aerodynamic Matlab code, Email Perry about team machine shop training, and work on presentation slides.	Jacob	11/3/17	
Meeting with Yamasu and Qien about the inductor core selection other inductors requirements, and work on presentation slides.	Alex	11/3/17	
Meet with July about storage element (re-design it), fit storage element with the Arduino, and work on presentation slides.	Ben	11/3/17	

**Next formal meeting: Sunday November 5, 2017**