

MEETING MINUTES

Topic: Final Proposal Presentation

Sunday, November 5, 2017

5:30pm – 7:45pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds

Please bring: Laptops, Relevant Proposal documents

Executive Summary:

The purpose of this team meeting was to prepare for the final proposal presentation and report. The team discussed sections of the report where questions arose. The rough CAD designs were reviewed to make sure they were as the entire team had imagined. The team then began the presentation PowerPoint in Google Slides. The team created a general layout per the presentation rubric and decided who would be responsible for each slide to get done by Monday so the team can practice.

Table 1. Record of meeting.

5:30pm to 6:30pm	Meeting Overview <ul style="list-style-type: none">• The meeting began by discussing the action items from the last meeting.• Brandon and Josh showed the rough CAD generated for the 3 proposed designs.• Miriam talked about the HoQ target values and tolerances that are missing.• The team went through the missing target values.• Josh calculated roughly the amount of heat transfer that we want to be below• The permeability target value was set using HDPE of very thin thickness. The permeability should be less than $603\text{g}/\text{m}^2/24\text{hr}$• The wind load tolerance was set using the 15psf load from a 50 mph wind• The volumetric flowrate throughout the enclosure was set based on the OSHA Building Airflow Standard.• The team provided values for the last remaining missing target values	Engineering RM 112
6:30pm to 7:30pm	Presentation Construction <ul style="list-style-type: none">• The team talked about the proposed plan for the next term.• Miriam made a Gantt Chart for the Spring semester including the key tasks outlined in Dr. Oman's spring schedule.• The budget was discussed because not much has changed since we still are considering three unique	Engineering RM 112

	<p>designs. It is hard to make more specific with such a broad range.</p> <ul style="list-style-type: none"> • The general layout of the powerpoint was created in google slides. • The team then divided up the slides to complete for a meeting Monday. • Any questions the team had were discussed before the meeting ended. 	
7:30pm to end	<p>Plan for next meeting</p> <ul style="list-style-type: none"> • The next meeting will be held Monday over the phone • We will be meeting to discuss the powerpoint and do a few practice run throughs 	Engineering RM 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Website	Dan Edmonds	ASAP	
Revise CAD for presentation	Brandon Cook Josh Smith	11/6/17	
Project Description, Budget, and Gantt Chart Slides	Miriam Deschine	11/6/17	
Rocket Awning Slides	Josh Smith	11/6/17	
Bear Trap Slides	Dan Edmonds	11/6/17	
Curtain Slides	Brandon Cook	11/6/17	

Next formal meeting: 11/6/17, conference call, at 7:30pm.