

MEETING MINUTES

Topic: Discussion for Final Report

Monday, December 3, 2018

11:00 am to 12:00 pm

Minutes recorded by Jacob Barker

Meeting called by Jacob Barker

Attendees: Jacob Barker, Samm Metcalfe, Ashley Shumaker

Table 1. Record of meeting.

11:00 am to end	Final Report Discussion 7 Implementation 7.1 Manufacturing -printed blades & saddle -cut tube <ul style="list-style-type: none">• Mounted hardware• Second air tank<ul style="list-style-type: none">○ Hoses, pressure valve• Built & wired heat exchanger<ul style="list-style-type: none">○ Insulation• Permanent mounting to cart<ul style="list-style-type: none">○ Pressure measurement system○ Wiring○ Valves○ Switches• labelling 7.2 Design Changes <ul style="list-style-type: none">• Cutting tube in half• Final configuration<ul style="list-style-type: none">○ Thermocouple○ Heat exchanger○ switches• Added switches• Second air tank• Blade sizing• Combustion chamber in halves• Added space for bearings• Air control valve• Copper tubing• Switched valve side	Capstone Room
------------------------	--	---------------

8 Testing

- Testing proof

Portem

- Purpose and goals
 - Created model
- Goals
- Accomplished:
 - Safe
 - Compact
 - Portable
 - Aesthetics
- Didn't meet
 - Data collection
 - Improvement over previous iterations but still needs work
- Ground Rules
- Followed:
 - Notified if we couldn't attend meetings
 - Project manager recorded meetings
 - Completed assigned work on time
 - Issues were addressed quickly, didn't create bigger problems
- Didn't Follow
 - Scheduled meeting times

3.

Positive

- Product build quality
- Visual aid
- User friendly
- Manufacturing
- Cost
- Time management (neutral)

Negative

- Cost
- Missing data acquisition
- Run time
- Small team
- Client relationship
-

5.

- Small team
 - Positives
 - Easier to communicate/meet
 - Negatives
 - Heavy workload
- Negatives
 - Sporadic meeting times/varying meeting lengths
 - Budget/bill of materials
 -
- Positive
 - Mostly followed roles in charter
 - Google docs
 - Independence
 - planning/deadlines

Problems

- Data collection
 - Should have started earlier/reached out for help
- Tight budget
- Small team
- Client expectations
 - Lack of communication with client
- Morale

7. Actions to improve performance

- Start data collection earlier
- Better communication with client (managing expectations)
- More formal meeting schedule
 - Meeting minutes
- More formal budget/bill of materials

8. What technical Lessons did you learn

- Time management
- Design for manufacturing
 - 3d printing
 - Cutting tube
 - Space
- Teamwork/Communication/Delegation
- Some aerodynamics
- Wiring
- Data collection more difficult than anticipated