

# MEETING MINUTES

Wednesday, Jul 11, 2018

2:00 pm – 4:00 pm

Minutes recorded by: Ahmad Saeed

Meeting called by Abdul and Besongnsi

Attendees: Fahad, Abdul, Ahmad, Besongni, Michele,

Please bring: Laptops, Notes

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Table 1. Record of meeting.

<b>2:00 pm to 2:30 pm</b>	<b>Discussion of purchasing materials</b> Ahmad – Yaw System Abdul – Blade Design and Nacelle Fahad - Schedule and Budget (Gantt Chart) Michele – Blade Design and Meeting Notes update Besongni – CAD, tower and bearing calculations	Engineerin g Building
<b>2:00 pm to 2:30 pm</b>	<b>Discussion of purchasing materials</b>  Continue to meet with team to determine what kind of materials we have to use for our design. We want to make sure to not go over budget.	Engineerin g Building

<p><b>2:30 pm to 4:00 pm</b></p>	<p><b>Meeting in home depot</b> We went to home depot to purchase the right piece of steel for the fin and nacelle.</p>	
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Abdul – Blade Design and Nacelle	Abdul	07/11/2018	
Fahad – Shaft Design	Fahad	07/11/2018	
Michele – Blade Design and Nacelle	Michele	07/11/2018	
Besongnsi – Tower and bearing system	Besongnsi	07/11/2018	
Ahmad – Yaw System	Ahmad	07/11/2018	

