

TEAM MEETING MINUTES

Topic: POSTER AND MANUAL

Wednesday, July 18, 2018

2:30 pm – 5:30 pm

Minutes recorded by Michele Tsosie

Meeting called by Michele Tsosie

Attendees: Abdul, Fahad, Ahmad, Bsesongni, and Michele

Please bring: Laptop, Notes

Table 1. Record of meeting.

2:30 pm to 3:00 pm	Discussion of Wind Turbine <ul style="list-style-type: none">• Reevaluate the blades and continue to modify the blades to mesh with the CAD assembly• Continue to develop FEA on each part of the assembly and also the entire apparatus.• Make certain that the website is up to date and ready to be submitted by tonight.• Update CAD drawing and evaluate the dimensions for the contractor, Artisan Metal Works.• Make certain the correct parts are ordered.	
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3:00 pm to 3:30 pm	Discussion of Poster and Manual <ul style="list-style-type: none"> • Divide sections of both deliverables. • Place order in advance for no rush order. • Decide on what day that we will try to have a completed poster. 	
3:30 pm to 5:30 pm	Operation and Manual Assembly <ul style="list-style-type: none"> • Create some visuals incorporate into the Assembly and maintenance manual • Complete the CAD in reference to the manual assembled view and exploded view. 	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Charts and Graphs	Ahmad	7/24/18	7/24/18
Abstract and Introduction	Michele	7/24/18	7/24/18
Results	Bsesongni	7/24/18	7/24/18
Acknowledgements and References	Fahad	7/24/18	7/24/18
Testing	Abdul	7/24/18	7/24/18

* ALL PLEASE COMPLETE YOUR PARTS.