

TEAM MEETING MINUTES

# Topic: POSTER AND MANUAL

Tuesday, July 24, 2018

2:30 pm – 5:30 pm

Minutes recorded by Abdulrahman

Meeting called by Abdulrahman

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

Please bring: Laptop, Notes

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Table 1. Record of meeting.

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

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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.