

TEAM MEETING MINUTES

Topic: POSTER AND MANUAL

Friday, July 27, 2018

2:00 pm – 4:00 pm

Minutes recorded by Abdulrahman

Meeting called by Besongnsi

Attendees: Abdul, Fahad, Ahmad, Besongnsi 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">• 3D print blades and finish with epoxy• Continue to develop FEA on each part• Keep website up to date• Update CAD drawing and evaluate the dimensions for the contractor, Artisan Metal Works.• Make certain the correct parts are ordered.	
3:00 pm to 3:30 pm	Discussion Wind Turbine <ul style="list-style-type: none">• Visit with the contractor• Devise a selection of the bearings• Order a snap ring for the bearing	

3:30 pm to 5:30 pm	Heat Sink <ul style="list-style-type: none"> • Continue to drill holes into the circuit board • Put together heat sink • Client was not happy with the appearance of the heat sink • Purchase wires and cut the wire on the generator. 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Fins and CAD	Ahmad	7/24/18	7/24/18
Heat Sink and Blades	Michele	7/24/18	7/24/18
CAD, braking system	Besongsni	7/24/18	7/24/18
Bearings order and shaft	Fahad	7/24/18	7/24/18
Heat Sink and Blades	Abdul	7/24/18	7/24/18

* ALL PLEASE COMPLETE YOUR PARTS.