

MEETING MINUTES

# Topic: Staff Meeting Minutes

**Tuesday, March 6, 2017**

**9:55 am – 10 :10am**

Minutes recorded by \_Michele Tsosie\_\_\_\_\_

Meeting called by Professor David Willy\_\_\_\_\_

Attendees: \_Professor David Willy, Abdul, Michele , Beongnsi, Fahad, and Ahmad, and TA\_\_\_\_\_

Please bring: Labtop, Notes

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Table 1. Record of meeting.

<b>9:55 am to 10:10 am</b>	<b>Discussion of Capstone Project</b> CAD drawings Analytical Assignment breakdown Declare the date of the meeting for the breakdown of analytical parts Evaluate presentation	
<b>9:55 am to 10:10 am</b>	<b>Details of tasks completed</b> Analytical Analyses Back of the Envelope Calculations Evaluate changes to presentation Website need changes	

<p><b>9:10 pm to 10 pm</b></p>	<p><b>Possible ideas for project</b></p> <p>Decide the design concepts that involve the shaft and yaw specs.</p>	
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Declare the tasks of the team	Abdul	03/06/18	
Report details of wind energy	Michele	03/06/18	
Continue building on website	Fahad	03/06/18	
Analytical	Besongnsi	03/06/18	
Analytical	Ahmad	03/06/18	