MEETING MINUTES

**Topic:**

**Date: 11/6/2019**

**Time: 5:30pm to 7:00pm**

**Location: EGR 102 Meeting Room**

**Minutes recorded by:** Sean Veden

**Meeting called by**: All members

**Attendees:** All members

**Table 1.  Record of meeting.**

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| --- | --- | --- |
| 5:30 –6:00 | **Meeting with EE teams**Discussion about current state of generatorRebuilding a broken motor is the current planTachometer and anemometer will be mounted to turbine* These will help EE team with braking and controlling speed of turbine

Braking discussion about powering the brakeDynamometer testing discussed, currently will be completed next week | room 102 |
| 6:00 – 7:00 |  Dividing up the final reportMarina/Daniel- Testing proceduresEthan/Matt- AnalysisSean- Standards Codes and RegulationMarina/Lucas- Edit prelim report with commentsMatt/Lucas- Design selectionMore possible changes to delegations as due date approaches.Set up dyno in thermal sciences lab room | room 102 |

**Table 2.  Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Final Report | All members | 11/15/19 |  |
| Analytical Analysis Beginning | All members | 11/13/19 |  |
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**Next formal meeting:  11/13/19**