WEEKLY MEETING AGENDA

# Topic: Preliminary Project Work

**Attendees: (All Team Members)**

**Please bring:** Schedules, phones and laptops

|  |  |  |
| --- | --- | --- |
| Metting 1:Monday, August 2:30pm-3:00pm | Decide on  * Which areas to focus preliminary research * Who to reach out to? * Important work to do | Zoom |
| Meeting 2: Wednesday, August3:15pm-4:00pm | **Work on**   * Go over questions for Chuck Vallance * What to research, what resources we have * Questions detailed in relevant document | Zoom?Microsoft Teams |
| Meeting 3: Friday, August 2:45pm-4:00pm | Meet with Chuck  * Answer questions | Phonecall |

Upcoming requirements:

1. Charter due midnight 8/24
2. Both solidworks review and individual learning coming up

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Finish Charter | 8/17/20 | 8/24/20 |
| Brittney Rogers |  |  |  |
| Randall Holgate |  |  |  |
| Jessie Russell |  |  |  |
| Noah Kincheloe |  |  |  |
| Wesley Garcia |  |  |  |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, August 24

## Time: 2:30pm- 3:00pm

**Location: Zoom**

**Minutes recorded by Noah Kincheloe**

**Meeting called by** **Jessie Russel**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:45pm | **Preliminary Research Focus**   * Discussion led by Dr. Trevas * Went over relevant areas of preliminary research   + Housing information: size, insulation, etc     - Noah suggests: use HUD standard housing?   + Heat exchangers- look into appropriate sizing, dimensions, how to determine these * Reach out to Red Feather to determine what information they have |
| 2:45pm to 3:00 pm | General Questions  * Discussion led by Team and Dr. Trevas * Important: First week of timecards, due Monday * Independent learning project |
|  |  |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Create questions for Chuck Vallance | All team members | 8/26/20 |  |
|  |  | 9/9/19 | 9/9/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/17/19 | 9/17/19 |
|  |  | 9/23/19 | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 8/2/2020,Teams, at 3:15pm.**

# Meeting 2 Topic:

## Date: Wednesday, August 26, 2020

## Time: 3:15pm- 4:00pm

**Location: Teams**

**Minutes recorded by Noah Kincheloe**\_

**Meeting called by** **Jessie Russell**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:30pm-3:50pm | **Questions for Chuck**   * Discussion led by Jessie Russell * Team discussed questions to ask Chuck * See “client questions” document |
| 3:30pm to 3:45 pm | Research Focus Items  * Discussion lead by Jessie Russell |
| 3:45pm to end | Plan for next meeting  * Meeting at 2:45 AZ time on Friday with Chuck Vallance |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 8/28/20 | 9/9/19 |
| Research HUD housing info/house designs | Noah Kincheloe | 8/28/20 | 9/9/19 |
| Research Heat Exchangers | Wesley Garcia and Randall Holgate | 8/28/20 | 9/16/19 |
| Solar Resources Map/NREL | Jessie Russell | 8/28/20 | 9/16/19 |
| Materials and Resources | Brittney Rodgers | 8/28/20 | 9/17/19 |
|  |  |  | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  | All Members | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 10/2/19, Teams, at 2:45pm.**

# Meeting 3 Topic:

## Date: Friday, September 29, 2019

## Time: 2:45pm- 4:00pm

**Location: Teams**

**Minutes recorded by Noah Kincheloe**

**Meeting called by** **Jessie Russell**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:45pm-3:00pm | **Team Meeting Prep**   * Discussion led by Jessie Russell * Team discussed questions to ask Chuck * Divided questions evenly amongst themselves |
| 3:00pm to 3:15 pm | Chuck Introduction  * Discussion led by Chuck Vallance * Discussed his engineering background   + BS/MA in M.E., PhD MatSci   + Mostly aerospace experience |
| 2:45pm to end | Project Discussion  * Lead by Chuck Vallance * First question: where to source structure info?   + Noah mentioned HUD online resources   + Chuck said that Joe Seidenberg would have information on house dimensions   + The team should pick a “standard house” to base designs around without waiting much * Second question: what is project scope?   + The design created by this team should integrate with thermal systems designed by preceding Red Feather groups   + This project is strictly focused on thermal storage   + Chuck says: consider what you are designing for; coldest day? Nominal minus 2sigma? * Third question: material availability   + Chuck says: water is not “locally” available everywhere   + Rocks, broken concrete, asphalt, wood... might be?   + Ask Joe what materials will be available * Fourth question: Chuck’s role   + It is what we make of it   + He can help with technical questions, scheduling & deliverables   + “Every team bites off more than they can chew |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Update/upload notes | All team members | 8/31/20 | 8/31/20 |
| Prepare questions for red feather | All team members | ? |  |
|  | All team members | 9/16/19 | 9/16/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/17/19 | 9/17/19 |
|  | All team members | 9/23/19 | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  | All Members | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  | All Members | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 8/31/20, Zoom, at 2:30pm.**

**Next members responsible for agenda:**

**and meeting minutes: .**