WEEKLY MEETING AGENDA

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

|  |  |  |
| --- | --- | --- |
| **Meeting 1:**  **Monday, October 19**  2:30pm-3:00pm | **Go over**   * Analysis assigned by Trevas | Zoom |
| **Meeting 2: Wednesday, October 21**  3:15pm-4:15pm | **Work on**   * Discuss Individual Analysis * Discuss the Logistics behind the Analysis assigned by Trevas | Microsoft Teams |
| **Meeting 3: Friday, October 23**  2:00pm-2:30pm | **Work on**   * Discuss how the analysis is going for everyone | Microsoft Teams |
| **Meeting 4: Sunday, October 25**  2:00pm-2:30pm | **Finish**   * See and hear what everyone got. Figure out exactly what we want to say about analysis assigned by Trevas | Microsoft Teams |

Upcoming requirements:

1. Current Individual Analysis, Monday, 10/12

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Concept Generation: 3 Concepts | 10/7/20 | 10/25/20 |
| Brittney Rogers | Solar Panel Analysis | 10/5/20 | 10/25/20 |
| Randall Holgate | Heat Exchanger Analysis | 10/5/20 | 10/25/20 |
| Jessie Russell | Electronics/Electricity Storage Analysis | 10/5/20 | 10/25/20 |
| Noah Kincheloe | Heat Losses/Medium Fluid Analysis | 10/5/20 | 10/25/20 |
| Wesley Garcia | Storage Tank Analysis | 10/5/20 | 10/25/20 |

**Meeting 1 Topic:  Discussion  specifics of design base on scaled down model**

**Monday, October 19, 2020**

**2:30 pm – 3:00pm**

**Minutes recorded by Wesley Garcia**

**Meeting called by David Trevas**

**Attendees:  Jessie Russell, Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate, Dr. Trevas**

**Please bring:** Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **2:30 pm to 2:45 pm** | **Discussion about shrinking scope**  Discussion led by Noah   * Instead of worrying about heating the device will use a thermal heating band | Zoom |
| **2:45 pm to 3:00pm** | **Discussion of new analysis**   * Discussion led by Dr. Trevas * We will be required to do another analysis plus the current actual individual analysis. * Brittney will look at liquid to Liquid heat exchanger, Randall will look into Liquid to air heat exchanger, Brittany will look into batteries, Noah will look into tanks, Wesley Will look into Band Heater | Zoom |

**Table 2.  Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Team task: Work through group and Team Analysis | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/25/20  and 10/26/20 |  |

**Next formal meeting:  10/21/20, MS Teams, at 3:15 pm.**

**Meeting 2 Topic:  Logistics of who is doing what for analysis**

**Wednesday, October 21, 2020**

**3:15pm – 3:45pm**

**Minutes recorded by Wesley Garcia**

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

**Attendees:  Jessie Russell , Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate**

**Please bring:**Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **3:15 pm-3:30 pm** | **Discuss Logistics of doing Two analyses**  Discussion led by Jessie Russell   * We decided that we would have the person that the second analysis is most relevant to do it. * Brittney, Noah, and Wesley will be working on the Band Heater | MS Teams |
| **3:30 pm to 3:45 pm** | **Discussed how Analysis was going**   * Slower Progress than ideal but everyone felt on track | MS Teams |

**Next formal meeting:  10/23/20, MS Teams, at 2:00 pm**

**Meeting 3 Topic: Concept Selection, Budget Planning**

**Sunday, October 23 2020**

**2:00pm – 2:30pm**

**Minutes recorded by Wesley Garcia**

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

**Attendees:  Jessie Russell, Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate, Terry Smith (until 3:15pm)**

**Please bring:**Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **2:00 pm-2:30 pm** | **Discussing current Analysis and Findings**  Discussion led by Everyone   * Everyone had useful comments and the final elements oof how to organize all the different analysis came together | MS Teams |

**Next formal meeting:  Sunday, 10/21/20, MS Teams, at 3:15 pm with team**

**Meeting 4 Topic: Complete Presentation**

**Sunday, October 21 2020**

**2:00pm – 2:30pm**

**Minutes recorded by Wesley Garcia**

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

**Attendees: Jessie Russell, Brittney Rogers, Noah Kincheloe, Wesley Garcia,**

**Please bring:**Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **2:00 pm-2:10 pm** | **Discussion on where everyones at along with findings regarding basic design**  Discussion led by Jessie   * Jessie Discussed findings on fans and batteries for design * We discussed notes on energy and volume | MS Teams |
| **2:10 pm to 2:55 pm** | **Final statues report on what else needed to be done for trevas’ group analysis work**  Discussion led by Noah   * Most everything is done. Just need to figure out exactly what’s needed for storage tank and liquid to liquid heat exchanger | MS Teams |

**Next formal meeting:  Monday, 10/26/20, Zoom, at 2:30 pm with Dr. Trevas and Team**