WEEKLY MEETING AGENDA

# Topic: Final Report/Presentation Wrap-up

**Attendees: (All Team Members)**

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

|  |  |  |
| --- | --- | --- |
| Meeting 1:Monday, November 9th 2:30pm-3:00pm | Decide on  * Final action items * Areas of focus over break | Zoom |
| Meeting 2: Wednesday, November 11th3:15pm-4:00pm | **Check in on**   * Everyone’s progress on final report/presentation deliverables | Microsoft Teams |
| Meeting 3: Friday, November 13th 2:00pm-4:00pm | Collaborate on final report/presentation deliverables  * Answer questions | Microsoft Teams |
| Meeting 4: Sunday, November 15th 2:00pm-3:00pm | Work on Final Report/Presentation | Microsoft Teams |
| Meeting 5: Sunday, November 15th 5:00pm-6:00pm | Record Final PresentationAnswer questions | Microsoft Teams |

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Finish Presentation/Final Report | 11/13/20 | 11/15/20 |
| Brittney Rogers | Bill of Materials | 11/6/20 | 11/11/2020 |
| Randall Holgate | Standards, Codes, and Regulations | 11/6/20 | 11/11/2020 |
| Jessie Russell | FMEA | 11/6/20 | 11/11/2020 |
| Noah Kincheloe | Website | 11/6/20 | 11/11/2020 |
| Wesley Garcia | CAD | 11/6/20 | 11/11/2020 |

MEETING MINUTES

# Meeting 1 Topic: Final Instructions from Dr. Trevas

## Monday, November 9th

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

**Location: Zoom**

**Minutes recorded by Jessie Russell**

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

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:55pm | **Final Actions Items and Thoughts**   * Discussion led by Dr. Trevas   + The Arduino should use SPI to transfer data from the thermocouples. Some good choices for thermocouples are: Aideepen DS18B20, Koobook 5 pcs MAX. We will need 4 for our design. * Wesley found heating tape 1,400 Watts lowest output, roughly $100 * Dr. Trevas suggests oil transfer pumps as the water pump |
| 2:55pm to 3:00 pm | Final Words ending the semester  * Make sure to buy things and test out sensors |

**Next formal meeting: 11/11/2020, Teams, at 3:15pm.**

# Meeting 2 Topic: Checking in on Final Report/Presentation Deliverables

**Wednesday, November 11th**

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

**Location: Teams**

**Minutes recorded by Jessie Russell**\_

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

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

**Table 2. Record of meeting.**

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| --- | --- |
| 3:15pm-3:35pm | **BOM**   * Discussion led by Brittney Rogers * Found a blower that works, higher powered RIDGID blower from Home depot * Created links for all of the materials * Finalized BOM |
| 3:35pm to 3:40 pm | Discuss Standards and Regulations  * Discussion led by Randall Holgate * The regulations cannot be copied, but he typed out the regulations applicable to our system and placed them in the final report |
| 3:40pm to 3:45pm | Discuss CAD  * Discussion led by Wesley Garcia * Wesley is on track with the CAD and should be good to go on Friday |

**Table 3. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Work on Website | Noah Kincheloe | 11/20/20 |  |
| Finish CAD | Wesley Garcia | 11/15/20 |  |

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

# Meeting 3 Topic: Assign Writing and Slides for Final Report/Presentation

**Friday, November 13th**

**Time: 2:00pm-4:00pm**

**Location: Teams**

**Minutes recorded by Jessie Russell**

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

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

**Table 4. Record of meeting.**

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| --- | --- |
| 2:00pm to 2:30pm | **Discuss PowerPoint layout**   * We created and organized the presentation. |
| 2:30pm to 3:00 pm | **Distribute tasks**   * We divided sections of the report and presentation, as seen in Table 5. |

**Table 5. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| For Final Report:  Redo Functional Model  Redo House of Quality  Write about Critical Failures  Write about Risk and Trade-offs Analysis | Jessie | 11/15/20 | 11/15/20 |
| For Presentation:  Create slide for Design Validation  Create slide for Next Semester Schedule | Jessie | 11/15/20 | 11/15/20 |
| For Final Report:  Pre-Pages  Testing Procedures (1-5)  Standards and Codes | Randall | 11/15/20 | 11/15/20 |
| For Presentation:  Create slide for Budget | Randall | 11/15/20 | 11/15/20 |
| For Final Report:  Background/Intro  Requirements  Conclusions | Brittney | 11/15/20 | 11/15/20 |
| For Presentation:  Create slide for Project Description  Create slides Design Requirements | Brittney | 11/15/20 | 11/15/20 |
| For Final Report:  Testing Procedures pt.2 (6-9)  Implementation Plan | Wesley | 11/15/20 | 11/15/20 |
| For Presentation:  Create slide for CAD Draft | Wesley | 11/15/20 | 11/15/20 |
| For Final Report:  Design Description | Noah | 11/15/20 | 11/15/20 |
| For Presentation:  Create slide for Prototype/System Diagram  Create slide for Design Description | Noah | 11/15/20 | 11/15/20 |

**Next formal meeting: 11/15/20, Zoom, at 5:00pm.**

# Meeting 5 Topic:

## Meeting 4: Sunday, November 15th

**Time: 5:00pm-6:00pm**

**Location: Teams**

**Minutes recorded by Jessie Russell**

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

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

**Table 6. Record of meeting.**

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| --- | --- |
| 5:00pm-6:00pm | **Record Presentation**   * Test run and then final recording in MS Teams |

**Table 7. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Work on Website | Noah | 11/20/20 | 11/20/20 |

**Next formal meeting: 11/20/20, Zoom, at 2:00pm.**