WEEKLY MEETING AGENDA

# Topic:

**Attendees: Jessie, Brittney, Noah, Wesley, Randall**

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

|  |  |  |
| --- | --- | --- |
| Meeting 1:Monday, August 2:30pm-3:00pm | Decide on what to work on for the following weeks and prepare for meetings.  * Discuss past week’s calculations with Dr. Trevas * Determine next step in said calculations | Zoom |
| Meeting 2: Wednesday, August3:15pm-4:00pm | **Work on Functional Model and Individual Analyses**   * Refine functional model from original state * Establish individual analyses, assign * Write individual analysis application/request memo | Microsoft Teams |
| Meeting 3: Friday, August 3:00pm-5:00pm | Review Functional Model, and any other aspects of preliminary design work  * Go over functional model with Chuck * Get additional information on house insulation | Microsoft Teams |

Upcoming requirements:



Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members |  |  |  |
| Brittney Rogers |  |  |  |
| Randall Holgate |  |  |  |
| Jessie Russell |  |  |  |
| Noah Kincheloe |  |  |  |
| Wesley Garcia |  |  |  |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, September

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

**Location: Zoom**

**Minutes recorded by Noah \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_Jessie, Noah, Brittney, Wesley, Randall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:45pm | **Calculation Topic Discussion**   * Discussion led by Dr. Trevas * Team discussed what preliminary design calculations they had done the previous week |
| 2:45pm to 3:00 pm | Calculation Follow-Up  * Discussion led by Dr. Trevas * Assigned follow-up calculations and study relevant to each team member’s prior work |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 9/9/19 | 9/9/19 |
|  |  | 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, September 29, 2019

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

**Location: Teams**

**Minutes recorded by Noah \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:30pm | **Individual Analysis Topics**   * Discussion led by Jessie Russell * Team discussed requirements in individual analysis request memo * Team decided upon necessary subjects of analysis * Analysis topics were divided according to area of interest or specialization   + Brittney: Focus on Solar panels, both PV and thermal for generation of electricity and heat   + Jessie: Focus on electricity storage, and powering necessary electronics   + Wesley: Focus on heating the water, and the requirements of the storage tank   + Randall: Focus on heat exchangers, and determining which is best   + Noah: Focus on house heat loss, and the necessary properties of the thermal storage fluid. |
| 3:30pm to end | Refined Functional Model  * Discussion led by everyone * Worked to ensure that the functional model was clear and logical |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 9/9/19 | 9/9/19 |
| Focus on Solar panels, both PV and thermal for generation of electricity and heat | Brittney Rodgers | 10/19/20 |  |
| Focus on electricity storage, and powering necessary electronics | Jessie Russell | 10/19/20 |  |
| Focus on heating the water, and the requirements of the storage tank | Wesley Garcia | 10/19/20 |  |
| Focus on heat exchangers, and determining which is best | Randall Holgate | 10/19/20 |  |
| Focus on house heat loss, and the necessary properties of the thermal storage fluid. | Noah Kincheloe | 10/19/20 |  |
|  |  | 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 2:00pm.**

# Meeting 3 Topic:

## Date: Friday, September 29, 2019

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

**Location: Teams**

**Minutes recorded by Noah \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:45pm-3:00pm | **Prepare for meeting with Chuck**   * Discussion led by everyone. * Team discussed who will talk about which subject * Prepared for meeting |
| 3:00pm to 3:30 pm | Discuss Functional Model  * Discussion led by Noah * Walked Chuck through relevant elements in the functional model * Answered and asked questions relating to its structure * Shared ideas about potential design |
| 3:30pm to 4:15 pm | Design Review  * Discussion led by Chuck * Team asked questions about model house heat transfer characteristics * Chuck made suggestions about simplifying design, and ensuring that it remains within reasonable scope |
| 4:15 pm – 4:45 pm | Meeting Review  * Led by Jessie Russell * Discussed necessary action items following meeting with Chuck * Reviewed necessary finishing touches to analysis memo * Touched base on to-dos prior to the weeked |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| See prior meeting | All team members | 9/9/19 | 9/9/19 |
|  |  | 9/9/19 | 9/9/19 |
|  | 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: 10/2/19, Zoom, at 2:30pm.**

**Next members responsible for agenda:**

**and meeting minutes: .**