WEEKLY MEETING AGENDA

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

|  |  |  |
| --- | --- | --- |
| **Meeting 1:**  **Monday, October 5**  2:30pm-3:00pm | **Go over**   * Requirements for Monday’s presentation with Dr. Trevas | Zoom |
| **Meeting 2: Wednesday, October 7**  3:15pm-4:15pm | **Work on**   * Concept Generation and Morphological Matrix * Start Concept Generation Presentation | Microsoft Teams |
| **Meeting 3: Friday, October 9**  2:00pm-4:00pm | **Work on**   * Concept Selection * Tentative Bill of Materials and Budget | Microsoft Teams |
| **Meeting 4: Sunday, October 11**  2:00pm-3:00pm | **Finish**   * Concept Generation and Evaluation Presentation | Microsoft Teams |
| **Meeting 5: Sunday, October 11**  5:30-6:30pm | **Record**   * Concept Generation and Evaluation Presentation | Microsoft Teams |

Upcoming requirements:

1. Concept Generation and Selection Presentation, 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 | 10/9/20 |
| 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 on Upcoming Presentation Requirements

## Monday, October 5, 2020

## 2:30 pm – 3:00pm pm

**Minutes recorded by Jessie Russell**

**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 of Previous week**  Discussion led by Dr. Trevas   * All team members are progressing in their analyses for the team’s design | Zoom |
| 2:45 pm to 3:00pm | Discussion of Requirements for Concept Generation/Selection Presentation  * Discussion led by Dr. Trevas * We will be required to be present for other team presentations from 5:30-7:30pm on Monday, October 12. * We will be required to present on our project description, concept generation, concept selection, and budget planning. | Zoom |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Team task: Prepare for the presentation on Monday. | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/12/20 |  |

**Next formal meeting: 10/7/20, MS Teams, at 3:15 pm.**

# Meeting 2 Topic: Concept Generation and Morphological Matrix

## Wednesday, September 2, 2020

## 3:15pm – 4:15pm

**Minutes recorded by Jessie Russell**

**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 | **Creation of Team Powerpoint, Discussion of objectives**  Discussion led by Wesley   * Wesley created the Powerpoint template for the presentation * The team discussed what to accomplish between the meeting today and on Friday * The team discussed some of the client, Chuck Vallance’s, comments from Friday’s client meeting | MS Teams |
| 3:30 pm to 4:10 pm | Creation of Morphological Matrix  * Discussion led by Noah * The team created a morphological matrix for 5 sub-functions which were thermal storage, heat generation, electricity generation/storage, heat exchanger(s), and water pump(s) * The team generated ideas for each sub-function | MS Teams |
| 4:10 pm to 4:15 pm | Discussion of Items to Do before next meeting  * Discussion led by Jessie * Each team member will use the morphological matrix to create 3 concept drawings for the concept generation | MS Teams |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Team task: Create 3 concept drawings from the morphological matrix | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/7/20 | 10/9/20 |
| Team task: Prepare for the presentation on Monday. | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/5/20 | 10/12/20 |

**Next formal meeting: 10/9/20, MS Teams, at 2:00 pm**

# Meeting 3 Topic: Concept Selection, Budget Planning

## Friday, October 9 2020

## 2:00pm – 4:00pm

**Minutes recorded by Jessie Russell**

**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-3:15 pm | **Addressing need, scope, and questions regarding the project**  Discussion led by Terry where each team member asks him different, prepared client questions   * Terry expressed a strong desire and need in the reservations for a heating device at night. There are many health issues related to wood-burning stoves, and most do not have access to many sufficient and healthful devices. * There are limitations to how devices can be implemented into homes because of the complication of housing designs. Need a device easily-adapted between different types of homes. * The current solar furnace that works well is from Arctica solar. * Heat drops to the 30’s in the fall and the 20’s in the winter, but it remains warm during the day (good for solar). * Terry believes it would be good for us to visit second Mesa. * Terry expressed an urgency to create a presentation of our design in a much earlier timeline – specifically by 9/14 in order to send the presentation to donators and tribal councils to receive funding through the Covid care act. The presentation needs to be easily understood by these donators. * Terry will ask Arctica solar if they will donate a solar furnace to us to help us work on our thermal storage device in conjunction with it. These units project to cost $500 once they are produced by Red Feather themselves. * Terry told us that the budget is flexible, but expect $2,000 for two prototypes and a range of $1,000-$1,500 as a budget for a singular device. | Freebridge |
| 3:15 pm to 3:55 pm | Team Discussion of the Client Meeting with Terry, addition and revisions made toward Customer Needs table  * Discussion led by Brittney * The team used information from the client meeting to fill out the rest of the customer needs table. * The team decided to schedule a team meeting for Monday, 9/7, as well as a team meeting with Dr. Trevas Wednesday, 9/9. | MS Teams |
| 3:55 pm to 4:00 pm | Discussion of Items to Do before next meeting  * Discussion led by Jessie * The team needs to work on action items, think of ideas for the device and the presentation for Red Feather, and to finish the customer needs table and move onto the engineering requirements table. | MS Teams |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Create CAD for Top Design #1 | Wesley Garcia | 10/11/20 | 10/11/20 |
| Create CAD for Top Design #2 | Randall Holgate | 10/11/20 | 10/11/20 |
| Write Project Description for Powerpoint | Brittney Rogers | 10/11/20 | 10/11/20 |
| Arrange Concept Evaluation | Noah Kincheloe | 10/11/20 | 10/11/20 |
| Complete Budget/BOM | Jessie Russell | 10/11/20 | 10/11/20 |

**Next formal meeting: Sunday, 10/11/20, MS Teams, at 2:00 pm with team**

# Meeting 4 Topic: Complete Presentation

## Sunday, October 11 2020

## 2:00pm – 3:00pm

**Minutes recorded by Jessie Russell**

**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 the everyone’s roles in the presentation**  Discussion led by Jessie   * Brittney has the introduction and the project description, Jessie has the black box model and the functional model, Wesley has concept generation, Noah has concept evaluation, and Randall has budget planning. | MS Teams |
| 2:10 pm to 2:55 pm | Completion of Black Box Model and Functional Model  * Discussion led by Noah * The team created a black box model and made additions and changes to the functional model | MS Teams |
| 2:55 pm to 3:00 pm | Discussion about meeting up to record at 5:30pm  * Discussion led by Jessie * Everyone prepares notes for what they will say during the recording later. | MS Teams |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Prep for presentation recording | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/11/20 | 10/11/20 |

**Next formal meeting: Monday, 9/7/20, MS Teams, at 5:30 pm with team**

# Meeting 5 Topic: Record Presentation

## Friday, October 9 2020

## 5:30pm – 6:30pm

**Minutes recorded by Jessie Russell**

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

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

Please bring: Notes

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 5:30 pm to 5:40pm | **Discussion on the presentation**   * Discussion led by Jessie * The team got Randall caught up on everything from the meeting earlier at 2:00pm | MS Teams |
| 5:40 pm to 6:20 pm | Recording of Presentation  * Discussion led by Jessie * The team recorded the presentation together with one practice run | MS Teams |
| 6:20 pm to 6:30 pm | Review Recording, Send Recording to Dr. Trevas, Discussion about next meeting  * Discussion led by Jessie * The team discussed meeting for the presentation at 5:30pm on Monday | MS Teams |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Prep for presentation on Monday | Wesley Garcia, Jessie Russell, Noah Kincheloe, Randall Holgate, Brittney Rogers | 10/12/20 |  |

**Next formal meeting: Monday, 10/12/20, MS Teams, at 5:30 pm with class**