WEEKLY MEETING AGENDA

# Topic: Preliminary Project Work

**Attendees: (All Team Members)**

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

|  |  |  |
| --- | --- | --- |
| Metting 1:Monday, November 2 2:30pm-3:00pm | Review  * Prior week’s action items * Assign new action items | Zoom |
| Meeting 2: Wednesday, August3:15pm-4:00pm | **Work on**   * Go over questions for Chuck Vallance * Decide testing procedure for ERs * Questions detailed in relevant document | Zoom?Microsoft Teams |
| Meeting 3: Friday, August 2:45pm-4:00pm | Meet with Chuck  * Describe current version of final design * Discuss any issues Chuck might have * Answer and ask questions | Phonecall |

Upcoming requirements:

1. Report due 11/15
2. Final presentation due 11/15
3. Website due 11/20

Tasks to be completed prior to meeting:

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

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 | **Prior Week’s Actions**   * Discussion led by Dr. Trevas   + Went through each team member’s action items from the previous week   + Reviewed heat exchangers, pumps, and other items * Discusses future meeting with Chuck |
| 2:45pm to 3:00 pm | New Action Items  * Discussion led by Dr. Trevas * Assigned action items for next week:  |  | | --- | | 1. Pump info (what is the pipe diameter? 1"? -> What is the flow rate?) | | 2. Pick a fan | | 3. Pick Heat exchangers. Are we going to build one? | | 4. Pick Heating band/thermal tape | | 5. SPI and temperatures | |
|  |  |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Create questions for Chuck Vallance | All team members | 8/26/20 |  |
| 1. Pump info (what is the pipe diameter? 1"? -> What is the flow rate?) |  | 11/9/20, Monday | 9/9/19 |
| 2. Pick a fan |  | 11/9/20, Monday | 9/16/19 |
| 3. Pick Heat exchangers. Are we going to build one? |  | 11/9/20, Monday | 9/16/19 |
| 4. Pick Heating band/thermal tape |  | 11/9/20, Monday | 9/17/19 |
| 5. SPI and temperatures |  | 11/9/20, Monday | 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, November 4, 2020

## Time: 3:15pm- 4:30pm

**Location: Teams**

**Minutes recorded by Noah Kincheloe**\_

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

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:50pm | **Testing Procedures**   * Discussion led by Jessie Russell * Team examined each engineering requirement, intending to select a testing method for each * Successfully created tests for all ERs |
| 3:50pm to 4:10 pm | Questions for Chuck  * Created a list of questions to ask chuck during our meeting on Saturday |
| 4:10pm to end | Plan for next meeting  * Meeting at 9:00 am AZ time on Saturday with Chuck Vallance |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 8/28/20 | 9/9/19 |
|  |  | 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: Saturday, November 7, 2020

## Time: 9:00am – 10:00am

**Location: Phonecall**

**Minutes recorded by Noah Kincheloe**

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

**Attendees: \_\_All Group Members, Chuck Vallance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 8:55am-9:00am | **Team Meeting Prep**   * Discussion led by Jessie Russell * Team discussed questions to ask Chuck * Divided questions evenly amongst themselves |
| 9:00am to 9:35 am | Design Overview  * Discussion led by Noah Kincheloe * Walked through design, attempting to detail each step of the heating process * Answered questions by Chuck regarding the purpose of the “heating loop” heat exchanger. |
| 9:35am to end | Questions  * Lead by Chuck Vallance * Team asked important questions related to the specifics of the design. * Chuck called into question the use of the “stand-in” tape heater loop. This was discussed at some length; it was established that the team will create a design that can be adapted to different heat sources, but that prototyping will be done with a heating loop. |

**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: 11/9/20, Zoom, at 2:30pm.**

**Next members responsible for agenda:**

**and meeting minutes: .**