

MEETING MINUTES

Staff and Team Meeting 10-23-23

Meeting Date: 10-30-23

Meeting Time: 5:45pm – 6:00pm

Attendees: Aaron, Gia, Logan, Michelle

Table 1: Meeting Minutes

<p>Team Meeting 5:30pm – 6:00pm</p>	<p>Questions we have left:</p> <ul style="list-style-type: none"> - Structural analysis of the new 12x16 roof – do we need a middle support beam? - Height of the walls off the floor? This will be completed for Analytical Memo - Fan placement with 4 fans? Needed for presentation 3. Use input pressures from the fan instead of velocities - How many screws and were the placement of the screws is needed? <p>Prototype 1 Check In:</p> <ul style="list-style-type: none"> - Questions to answer? <ol style="list-style-type: none"> 1. Pressure on the polycarbonate sheets in Solidworks – Aaron Can the polycarbonate walls handle the positive pressure with no support beams? Placement of the screws will be set for this prototype. 2. Solidworks structural analysis simulation to test the weight of the fans on the new ceiling structure – Logan <p>Assign questions to answer for the Analytical Memo</p> <ul style="list-style-type: none"> - Recorded in <p>Presentation 3:</p> <ul style="list-style-type: none"> - Gantt chart for next semester - 	<p>ENG 314</p>
<p>Staff Meeting</p>	<p>Questions for Willy:</p> <ol style="list-style-type: none"> 1. For the engineering analysis in Presentation 3, can we put descriptions of the questions that will be answered using the future prototypes and analysis memos instead of finishing those calculations for the presentation? 	

Table 2: Action Items for Next Meeting

Action Item	Person Assigned	Due Date

