

WEEKLY MEETING AGENDA

Topic:

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: February 1st Monday, 2:30pm-3:45pm	Plan out the rest of the week and how to build the heat exchanger using refrigeration copper coil.	Zoom/Teams
Meeting 2: Wednesday, February 3rd 2:30pm-3pm	Discuss individual analyses topics and plan to meet Saturday for prototyping.	Microsoft Teams
Meeting 3: Saturday, February 6th 2:00pm-3:00pm	Bent the refrigeration coil into a helical shape. Made a trip to home depot to gather supplies.	Jessie's home

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Individual analysis topics	2/1/21	2/9/21

Upcoming tasks:

1.

MEETING MINUTES

Meeting 1 Topic: Plan for the Rest of the Week/How to build the heat exchanger

Date: Monday, February 1, 2021

Time: 2:30pm- 3:30pm

Location: Zoom/Teams

Minutes recorded by Randall

Meeting called by Dr. Oman/Jessie

Attendees: Jessie, Noah, Brittney, Wesley, Randall, Dr. Oman

Table 1. Record of meeting.

2:30pm-2:40pm	Discuss Future Schedule and what to do this week <ul style="list-style-type: none">• Discussion led by Dr. Oman• Jessie and Dr. Oman discussed ideas for work this week without having assignments due. Dr. Oman said to organize and start filling in future assignments, so we can edit them later without having to start from scratch.
2:40pm to 3:00pm	Discuss prototyping phase and bending the copper pipe. <ul style="list-style-type: none">• Discussion led by everyone• Jessie and Randall discussed how difficult bending straight copper pipe was.• Plan to order softer copper pipe for easier bending.
3:00pm to 3:15pm	Team planned to meet again Saturday. <ul style="list-style-type: none">• Plan to meet Saturday to continue building the heat exchanger.
3:15pm to 3:30pm	Team planned for next meeting on Wednesday <ul style="list-style-type: none">• He will work on organizing future assignments as Dr. Oman suggested

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Work on ideas for building a heat exchanger	All team members	2/6/21	
Complete basic shop training	Randall, Brittney, Wesley	2/6/21	

Next formal meeting: 2/3/2021, Teams, at 2:30pm.

Meeting 2 Topic:

Date: Wednesday, February 3, 2021

Time: 2:30pm- 3:00pm

Location: Teams

Minutes recorded by **Randall**

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

2:30pm-2:45pm	Individual analyses topics <ul style="list-style-type: none">• Discussion led by everyone• Team discussed which analyses they will conduct for the project.
2:45pm to 2:55 pm	Discussed parts coming in for Saturday. <ul style="list-style-type: none">• Discussion led by everyone• Having Randall keep the team updated on orders and which items will be here on Saturday.
2:55pm to end	Plan for next meeting <ul style="list-style-type: none">• Aim for Saturday at 11pm.

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
	All Members	9/30/19	9/30/19
		9/30/19	9/30/19
		10/2/19	
		10/7/19	

Next formal meeting: 2/6/19, Teams, at 11:00am.

Meeting 3 Topic:

Date: Saturday, February 6, 2021

Time: 11:00pm- 2:00pm

Location: Teams

Minutes recorded by Randall

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

11:am-1:00pm	Bending of coil copper <ul style="list-style-type: none">• Discussion led by everyone.• Team worked together to bend refrigeration coil.
1:00pm to 1:45 pm	Went to home depot <ul style="list-style-type: none">• Discussion led by everyone.• Team looked for fittings and additional parts for heat exchanger.
1:45pm to end	Plan for next meeting/Week <ul style="list-style-type: none">• is minutes recorder and writer for next week.• Be prepare to present in from of Dr Oman.

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
	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: 2/8/19, Zoom, at 2:30pm.
Next members responsible for agenda:

and meeting minutes: .