

WEEKLY MEETING AGENDA

Topic: Building HXs, implementation memo and midterm presentation

Attendees: All Team Members

Please bring: Schedules, phones and laptops

Meeting 1: Monday, February 15 2:30pm-4:15pm	Work on the implementation memo and midterm presentation <ul style="list-style-type: none"> The team needs to figure out what still needs to be completed on the implementation memo and midterm presentation We then need to update the documents and work on completing as much as we can and what can be added after the next build dates 	Microsoft teams
Meeting 2: Wednesday, February 17 2:00pm-4:15pm	Meet to compete the soldering on the first heat exchanger <ul style="list-style-type: none"> The team needs to solder the pips on to the first heat exchanger. We then need to plan when the next meeting and what we need to accomplish for the week. 	In person and Microsoft Teams
Meeting 3: Friday, February 19 3:00pm-4:30pm	Work on getting all supplies for Saturday build day and plan the platform and other aspects of design <ul style="list-style-type: none"> We need to plan how the platform will be built and what dimensions it will be. We need to go to Home Depot to gather all the supplies left for the platform and heat exchangers We need to plan what will be built and accomplished on Saturday build day. 	In person and Microsoft Teams
Meeting 4: Saturday, February 20 11:00am-2:45pm	Work on building second heat exchanger, soldering and placing in metal duct <ul style="list-style-type: none"> We need to coil second heat exchanger We need to solder pipes and fittings onto second heat exchanger We need to cut pipes and drill holes in metal ducting to place heat exchangers inside. Then we need to plan next building task 	In person and Microsoft Teams

Upcoming requirements:

1. Midterm Presentation
2. Implementation memo
3. Hardware review 2

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Review the implementation memo and midterm presentation	February 15	February 26
Brittney Rogers	Work on implementation memo and show up to building sessions	February 15	February 26

Randall Holgate	Work on implementation memo and show up to building sessions	February 15	February 26
Jessie Russell	Work on implementation memo and show up to building sessions	February 15	February 26
Noah Kincheloe	Work on implementation memo and show up to building sessions	February 15	February 26
Wesley Garcia	Work on implementation memo and show up to building sessions	February 15	February 26

MEETING MINUTES

Meeting 1 Topic: Implementation memo and midterm presentation

Date: Monday, February 15

Time: 2:30pm- 4:15pm

Location: Microsoft Teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

2:30pm-2:45pm	Discussed what still needs to be done for the implementation memo and midterm presentation <ul style="list-style-type: none">• Discussion led by everyone• Team discussed what everyone did on memo and presentation• Team discussed what needs to be accomplished this week and what should still be added
2:45pm to 4:00 pm	Worked on presentation, memo, images and schedule <ul style="list-style-type: none">• Discussion led by everyone• Added to the presentation and memo• Added images to the website and memo and worked on schedule for presentation
4:00pm to end	Reviewed what needs to be accomplished the rest of the week <ul style="list-style-type: none">• Talked about changes that still need to be made• Planned for Wednesday building session

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review implementation memo	All team members	2/15/21	2/26/21
Review midterm presentation	All team members	2/15/21	2/28/21

Next formal meeting: 2/17/2021, In person (Jessie's house) and teams, at 2:00pm.

Meeting 2 Topic: Soldering first heat exchanger

Date: Wednesday, February 17, 2021

Time: 2:00pm- 4:15pm

Location: In person and teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

2:00pm-4:00pm	Use blow torch to solder first heat exchanger <ul style="list-style-type: none">• We got a blow torch and spread paste on the pipe and fittings in order to make them stick. The last fittings didn't stay• We attached the pipes to the heat exchanger and put it all together• While we were working on this Noah was updating the CAD and website
4:00pm to end	Plan the rest of the building week <ul style="list-style-type: none">• We planned out wanting to finish the next heat exchanger and being done with them by the end of the week. We also discussed that we need to plan the platform

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review implementation memo	All team members	2/15/21	2/26/21
Review midterm presentation	All team members	2/15/21	2/28/21

Next formal meeting: 2/19/21, In person (Jessie's house), at 3:00pm.

Meeting 3 Topic: Planning and getting supplies from Home Depot

Date: Friday, February 19, 2021

Time: 3:00pm- 4:30pm

Location: Jessies house and home depot

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

3:00pm-3:45pm	Plan out the platform and create dimensions <ul style="list-style-type: none">• Discussion led by everyone.• Discussed how the platform would be built and what dimensions would work• Decided how much wood would be necessary and how many more pipes we will need.• Randall was getting our pipe coil during this time and Noah was working on updating the CAD
3:45pm to end	Home Depot <ul style="list-style-type: none">• Went to home depot and got wood in the sale section and then got it cut to the dimensions we need.• We then got 2 more copper pipes and had them cut in half and then we got cpvc pipes to go under the heat exchangers.• Also, Randall picked up the cover from Home Depot while we were there

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review implementation memo	All team members	2/15/21	2/26/21
Review midterm presentation	All team members	2/15/21	2/28/21

Next formal meeting: 2/20/21, In person (Jessie's house), teams and Home Depot, at 11:00am.

Meeting 4 Topic: Building, soldering 2nd heat exchanger and placing the heat exchangers in ducting

Date: Saturday, February 20, 2021

Time: 11:00am- 2:45pm

Location: In person (Jessie's house) and on teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

11:00am-12:00pm	Coiled Heat exchanger <ul style="list-style-type: none">• Brittney, Jessie and Wesley coiled the second heat exchanger around the bucket.• When coiling we took breaks every few coils to ensure the shaping was correct and made them tighter or looser.• During this Noah was updating the CAD and website.
12:00pm to 1:00pm	Soldered Heat exchanger <ul style="list-style-type: none">• We then began to solder on all of the fittings onto the second heat exchanger.• We then figured out the sizing needed for the pipes so we could cut them prior to putting them on the heat exchanger.• During this Noah was updating the CAD and website.
1:00pm to 2:30pm	Placed it in the metal ducting <ul style="list-style-type: none">• We then started figuring out how it will be placed inside the metal ducting and cut pipes to be hold the heat exchanger in place inside the ducting.• We drilled holes in the ducting and placed everything inside• During this Noah was updating the CAD and website.
2:30pm-end	Planned for next meeting <ul style="list-style-type: none">• We then discussed what needs to be accomplished in the next meeting and the progress we have made on building our design.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review implementation memo	All team members	2/15/21	2/26/21
Review midterm presentation	All team members	2/15/21	2/28/21

Next formal meeting: 2/22/21, Teams, at 2:30pm.
Next members responsible for agenda: Noah
and meeting minutes: Noah.