

WEEKLY MEETING AGENDA

Topic:

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones and laptops

Metting 1: Monday, January 18 2:30pm-3:00pm	Meet with Dr. Oman <ul style="list-style-type: none">• Discuss BoM and parts ordering• Discuss budget• Discuss postmortem	Zoom
Meeting 2: Wednesday, January 20 2:45pm-4:00pm	Meet with Chuck <ul style="list-style-type: none">• Ask about contacting Terry• Ask about project scheduling priorities• Ask for past team advice• Ask about pipe-bending	Microsoft Teams/Phone call

Upcoming requirements:

- 1.
- 2.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members			
Brittney Rogers			
Randall Holgate			
Jessie Russell			
Noah Kincheloe			
Wesley Garcia			

MEETING MINUTES

Meeting 1 Topic:

Date: Monday, January 18

Time: 2:30pm- 3:00pm

Location: Zoom

Minutes recorded by Noah

Meeting called by Jessie/Dr. Oman

Attendees: Jessie, Noah, Brittney, Wesley, Randall

Table 1. Record of meeting.

2:30pm-2:35pm	BoM Order Status <ul style="list-style-type: none">• Dr. Oman inquired as to whether items had been ordered<ul style="list-style-type: none">◦ Randall replied that they had, he received case numbers.• Dr. Oman asked what sort of companies we were ordering from<ul style="list-style-type: none">◦ Randall went through the list of product sources• Discussed lead times on parts
2:35pm to 2:40 pm	Arduino Discussion <ul style="list-style-type: none">• Dr. Oman asked about the team's use of arduino and suggested multiple Arduino-capable individuals• Noah explained he considered undertaking that as an individual learning project, but due to time constraints decided against it. He would be willing to learn, less formally, later on (if needed)
2:40pm to 2:45pm	Budget Discussion <ul style="list-style-type: none">• Dr. Oman brought up the budget, asking if there were problems<ul style="list-style-type: none">◦ Yes. Jessie stated that, due to the fact that main tank shipping cost far more than expected, the team is close to their budget limit◦ Dr. Oman mentioned that she would try to secure additional budget, and that we might also be able to salvage parts from old projects
2:45pm to end	Post-postmortem <ul style="list-style-type: none">• Dr. Oman reviewed the postmortem, suggested that the team create a list of action items in MS teams• She asked for any more questions, related to postmortem or other<ul style="list-style-type: none">◦ Noah asked about timecards- Dr. Oman stated that coming in under 9 hours mostly refers to trends, and to ensuring even distribution of workload.

	<ul style="list-style-type: none"> ○ Jessie asked if it was a good idea to ask local plumbing companies for used tanks. Dr. Oman did think it was a good idea.
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Create action items list in teams (to replace these in-memo lists)	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
		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, January 20, 2021

Time: 3:10pm- 4:00pm

Location: Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: All Group Members, Chuck

Table 1. Record of meeting.

3:10pm-3:12pm	Semester Start Update <ul style="list-style-type: none">• Discussion led by Randall• Randall discussed parts ordered from the bill of materials<ul style="list-style-type: none">◦ Discussed prototyping the design
3:12pm to 3:24 pm	Communication Questions <ul style="list-style-type: none">• Discussion led by Noah• Began by describing communication with Terry:<ul style="list-style-type: none">◦ Sent pitch, no communication. Sent fall semester final package, no communication◦ How to get in touch?• Chuck's response:<ul style="list-style-type: none">◦ This is not unusual◦ Start by sending gentle check-in email asking for comments on prior package◦ If no response, step 2 is to send another email stating our plans, this is what we're going ahead with.◦ He suggested sending these to Terry and Joe◦ If we don't hear from Terry, reach out to Joe◦ That failing, find out if Dr. Oman can help, maybe ask Chuck to send an email.◦ Jessie mentioned we already reached out to Terry this semester- Chuck then suggested to prioritize talking to Joe. Terry may not work there anymore.
3:24pm to 3:42pm	Scheduling/Project Priorities <ul style="list-style-type: none">• Lead by Jessie Russell• She asked Chuck if there's anything particularly important to keep in mind with scheduling<ul style="list-style-type: none">◦ "these are just reminders:"◦ Find out when you have to be done◦ What is done? What does that look like? Figure that out, and figure out the date.◦ Once you find the date, back out everything you need to do to get there. E.g. if you have a posterboard, you need your things done a week before the done-date (or less, however much time posterboard would take).

	<ul style="list-style-type: none"> ○ Already ordering hardware; which tests can you get done? Figure out what those are. Best way to do it: how do you prototype and test and iterate the thing that seems like it has the highest risk? This is the main thing to do, knock off the high risk items. ○ Alternatively: Pick everything that's easy. Here's the thing that I *can* prototype and test in a week. So I have 5 weeks, I can do 5 tests. Better than no tests, even if these aren't the high risk items, so that we can at least claim that we did it. ○ ^Shoot for something in between those two probably. ○ Things almost always take longer than you think. Including building and testing. Expect constant delays, and tasks to take longer than you think. ○ That we're ordering hardware and thinking about testing, we're farther than he expected <ul style="list-style-type: none"> ▪ ...thanks? ○ Anything you do to test/improve/iterate on the design is "icing on the cake" ○ Chuck suggests using a time factor of safety, to help with the "everything takes longer than expected." He suggests multiplying expected times by pi. This was his standard. Everything takes more time than you think, because it's not your only concern. Totally makes sense. ○ Make sure your schedule is updated, make it as honest as possible. It's ok for it to change.
3:36pm to 3:42pm	Past Team Advice <ul style="list-style-type: none"> ● Lead by Wesley Garcia ● "What advice from other teams do you have for us?" <ul style="list-style-type: none"> ○ Chuck emphasizes the use of a time factor. Everything takes longer, you have to work around that. ○ Scope should match schedule, we have very little time left. Chuck asks what is most important, what would impress the client? ○ He asks if we will be able to achieve that ○ "If your customer isn't talking to you, maybe you don't worry about your customer, worry about your professor." ○ What does Dr. Oman care about? Find that out, prioritize. Limit scope according to what is viable to demonstrate and make.
3:42pm to end	Tank Advice <ul style="list-style-type: none"> ● Lead by Brittney Rogers ● Brittney begins by explaining that we have a tank, and asking for recommendations on how to reach out to local companies for tanks from them. ● Chuck says he doesn't have any smart advice on this. He asks about our tank plans, expresses some concern at the viability of this and our tank plans.

	<ul style="list-style-type: none"> ○ He suggests calling in to Homco, Central Arizona Supply. ○ He questions if we have space for the items, if we will be able to get rid of the stuff. ○ He has another idea to suggest: he has a plastic tank with a hand pump on the side for spraying pesticide. Could we use a tank like that? Could use do practice on a tank like that (e.g. a small one), to demonstrate drilling holes, sealing, placing heat exchangers. Basically a small-scale test. ○ Or a bucket. Noah had similar thoughts (but did not voice them, instead writing them in these meeting minutes). ○ Chuck mentions the need for seals, leak prevention, how to prevent the tank from leaking and having issues. ○ He also suggests taking steps to reduce risk in testing, and to reduce scope accordingly. <ul style="list-style-type: none"> ● General Chuck advice: You don't have enough time to do everything. Pick a couple things, find out what's important, and focus on that. You're not going to get everything done- that's not a failure!
	Remaining Questions

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: 10/2/19, Teams, at 2:00pm.