WEEKLY MEETING AGENDA

# Topic: Finalizing Design

**Attendees: (All Team Members)**

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

|  |  |  |
| --- | --- | --- |
| Meeting 1:Monday, October 26 2:30pm-3:00pm | Discuss Action Items for new design  * Go over heat exchanger, tank design, Arduino, etc. with Dr. Trevas | Zoom |
| Meeting 2: Wednesday, October 283:00pm-4:30pm | **Work on Finalizing Design**   * Decide on a final design for the smaller project scope and finalize parts that we want to use. | Microsoft Teams |
| Meeting 3: Friday, October 30 2:00pm-3:00pm | Work on Finalizing Design  * Decide on a final design for the smaller project scope and finalize parts that we want to use. | Microsoft Teams |

Upcoming requirements:

1. Final Report
2. Final Presentation
3. Complete Final Design Selection

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Peer evaluation | 10/26/30 | 10/30/20 |
| Brittney Rogers | Liquid to liquid heat exchanger | 10/26/30 | 11/2/20 |
| Randall Holgate | Liquid to air heat exchanger | 10/26/30 | 11/2/20 |
| Jessie Russell | Temperature sensor research | 10/26/30 | 11/2/20 |
| Noah Kincheloe | Tank Selection | 10/26/30 | 11/2/20 |
| Wesley Garcia | Heating Band Research | 10/26/30 | 11/2/20 |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, October 26th

## Time: 2:30pm- 3:00pm

**Location: Zoom**

**Minutes recorded by Brittney Rogers**

**Meeting called by** **Brittney Rogers**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:40pm | **Discuss Project Scope**   * Discussion led by Dr Trevas. * Team discussed the scope of the project and how work has been this past week. |
| 2:40pm to 2:50 pm | Discuss Action Item Progress  * Each team member discussed how their action item went from the previous week. * The heat exchangers, tank, heater band and Arduino were discussed. |
| 2:50pm to end | Plan for next meeting/Assign Action tasks  * Planned for what else needed to be researched and finalized for this week and what each group members action item should be. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Peer evaluation | All team members | 10/30/20 |  |
| Liquid to liquid heat exchanger | Brittney Rogers | 11/2/20 |  |
| Liquid to air heat exchanger | Randall Holgate | 11/2/20 |  |
| Temperature sensor research | Jessie Russell | 11/2/20 |  |
| Tank Selection | Noah Kincheloe | 11/2/20 |  |
| Heating Band Research | Wesley Garcia | 11/2/20 |  |

**Next formal meeting: 10/28/2020, Teams, at 3:00pm.**

# Meeting 2 Topic:

## Date: Wednesday, October 28, 2020

## Time: 3:00pm- 4:30pm

**Location: Teams**

**Minutes recorded by Brittney Rogers**

**Meeting called by**  **Brittney Rogers**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:00pm-3:30pm | **Decided on what needed to be finalized**   * Discussion led by Jessie Russell. * Team discussed what needs to be finalized this week. |
| 3:30pm to 4:15 pm | Discuss the final design  * Discussion led by Jessie Russell. * We are deciding on how we will store our tank; how many pumps are needed and how everything will be powered and heated. |
| 4:15pm to end | Plan for next meeting  * We need to decide on the last few items and finish our action item research. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Peer evaluation | All team members | 10/30/20 |  |
| Liquid to liquid heat exchanger | Brittney Rogers | 11/2/20 |  |
| Liquid to air heat exchanger | Randall Holgate | 11/2/20 |  |
| Temperature sensor research | Jessie Russell | 11/2/20 |  |
| Tank Selection | Noah Kincheloe | 11/2/20 |  |
| Heating Band Research | Wesley Garcia | 11/2/20 |  |

**Next formal meeting: 10/30/20, Teams, at 2:00pm.**

# Meeting 3 Topic:

## Date: Friday, October 30, 2020

## Time: 2:00pm- 3:00pm

**Location: Teams**

**Minutes recorded by Brittney Rogers**

**Meeting called by** **Brittney Rogers**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-2:15pm | **Discuss previous meeting**   * Discussion led by Jessie Russell. * Team discussed What was decided in the last meeting and what we need to decide on next. |
| 2:15pm to 2:45 pm | Discuss the final design  * Discussion led by Jessie Russell. * We settled on a final design and discussed what needs to do next. |
| 2:45pm to end | Plan for next meeting/Week  * Noah is minutes recorder and writer for next week. * Next week we need to decide on the risk. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Peer evaluation | All team members | 10/30/20 | 10/30/20 |
| Liquid to liquid heat exchanger | Brittney Rogers | 11/2/20 |  |
| Liquid to air heat exchanger | Randall Holgate | 11/2/20 |  |
| Temperature sensor research | Jessie Russell | 11/2/20 |  |
| Tank Selection | Noah Kincheloe | 11/2/20 |  |
| Heating Band Research | Wesley Garcia | 11/2/20 |  |

**Next formal meeting: 11/2/20, Zoom, at 2:30pm.**

**Next members responsible for agenda:**

**and meeting minutes: Noah.**