WEEKLY MEETING AGENDA

# Topic: Working on Functional Model and calculations

**Attendees: Jessie, Brittney, Noah, Wesley, Randall**

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

|  |  |  |
| --- | --- | --- |
| Metting 1:Monday, September 21 2:30pm-4:15pm | Go over ER and CN’s and assign action items  * The team needs to meet with Dr. Trevas and go over our CNs and ER presentation. * Then we need to discuss what tasks we need to accomplish this week. | Zoom |
| Meeting 2: Wednesday, September 233:15pm-4:00pm | **Work on functional model and calculations.**   * The team needs to get numbers for how much BTU/h the device needs and start making decisions on water tank size, etc. * Also need to work on the functional model. | Microsoft Teams |
| Meeting 3: Friday, September 25 2:00pm-2:45pm | **Work on functional model and calculations.**   * Need to work on the functional model so that it can be sent to the client, Chuck. * The calculations need to be worked on * Self-learning assignments discussed. | Microsoft Teams |

Upcoming requirements:

1. Self-learning assignment
2. Functional model

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Self-learning assignment | 9/1/2020 | 9/27/2020 |
| Brittney Rogers | Functional model and calculations | 9/21/2020 | 10/2/2020 |
| Randall Holgate | Functional model and calculations | 9/21/2020 | 10/2/2020 |
| Jessie Russell | Functional model and calculations | 9/21/2020 | 10/2/2020 |
| Noah Kincheloe | Functional model and calculations | 9/21/2020 | 10/2/2020 |
| Wesley Garcia | Functional model and calculations | 9/21/2020 | 10/2/2020 |

MEETING MINUTES

# Meeting 1 Topic: Meet with Dr. Trevas

## Date: Monday, September

## Time: 2:30pm- 4:15pm

**Location: Zoom**

**Minutes recorded by** Brittney Rogers **\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_Jessie, Noah, Brittney, Wesley, Randall, Dr. Trevas\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:45pm | **Go over Engineering and Customer Requirements**   * Discussion led by everyone * Team discussed what CNs and ERs were important with Dr. Trevas. |
| 2:45pm to 3:00 pm | Plan for next meeting/Assign Action tasks  * Discussion led by everyone * Decided on tasks for the week, like finishing calculations. |
| 3:00pm to end | Work on the calculations  * The team met on teams and worked on the calculations for the design. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Self-learning assignment | All team members | 9/27/19 |  |
| Functional Model | All team members | 10/2/20 |  |
| Calculations | All team members | 10/2/20 |  |

**Next formal meeting: 9/23/2020,Teams, at 3:15pm.**

# Meeting 2 Topic: Calculations and functional model

## Date: Wednesday, September 29, 2019

## Time: 3:15pm- 4:00pm

**Location: Teams**

**Minutes recorded by Brittney Rogers \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:30pm | **Work on calcutions**   * Discussion led by everyone * Team discussed the calculations needed and continued solving them. |
| 3:30pm to 3:45 pm | Work on functional model  * Discussion led by everyone * The team worked on the functional model in powerpoint. |
| 3:45pm to end | Plan for next meeting  * Aim for Friday at same time. * Work on the self-learning assignment |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Self-learning assignment | All team members | 9/27/19 |  |
| Functional Model | All team members | 10/2/20 |  |
| Calculations | All team members | 10/2/20 |  |

**Next formal meeting: 9/25/2020, Teams, at 2:00pm.**

# Meeting 3 Topic: Calculations and functional model

## Date: Friday, September 29, 2019

## Time: 2:00pm- 2:45pm

**Location: Teams**

**Minutes recorded by Brittney Rogers \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-2:15pm | **Finish functional model**   * Discussion led by everyone. * Team discussed any changes needed on the functional model. |
| 2:15pm to 2:30 pm | Respond to Chuck  * Attached the functional model in an email to chuck. * Set a time to meet with him next week. |
| 2:30pm to end | Plan for next meeting/Week  * Noah is minutes recorder and writer for next week. * Everyone needs to finish the self-learning assignment. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Self-learning assignment | All team members | 9/27/19 |  |
| Functional Model | All team members | 10/2/20 | 9/25/20 |
| Calculations | All team members | 10/2/20 |  |

**Next formal meeting: 10/2/19, Zoom, at 2:30pm.**

**Next members responsible for agenda: Noah**

**and meeting minutes: Noah.**