MEETING MINUTES

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

|  |  |  |
| --- | --- | --- |
| **Meeting 1:**  **Monday, August 31**  2:30pm-4:00pm | **Decide on**   * Developed Presentation for Terry * Began Development on Cn’s and ER’s | Microsoft  Teams |
| **Meeting 2: Wednesday, September 2**  3:15pm-3:35pm | **Work on**   * Discussed details on what was due next for Capstone Class * Decided to send Chuck our Cn’s and Er’s * Decided to send Terry the presentation | Microsoft  Teams |
| **Meeting 3: Friday, September 4**  2:00pm-3:50pm | **Meet with Red Feather**   * Answer questions * Plan for next week | Microsoft Teams |

Upcoming requirements:

1. Action items on Monday, 9/14
2. Customer needs on Monday, 9/14

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Customer Needs  and Engineering Requirements | 9/2/20 | 9/14/20 |
| Brittney Rogers | Action Item, Conclusion | 8/31/20 | 9/14/20 |
| Randall Holgate | Action Item, Introduction | 8/31/20 | 9/14/20 |
| Jessie Russell | Action Item, ER’s | 8/31/20 | 9/14/20 |
| Noah Kincheloe | Action Item, Overall Edit | 8/31/20 | 9/14/20 |
| Wesley Garcia | Action Item, CN’s | 8/31/20 | 9/14/20 |

Page Break

**Meeting 1 Topic:  Project discussion from last week and looking at this week’s objectives**

**Monday, August 31, 2020**

**2:30 pm – 4:00pm pm**

**Minutes recorded by Wesley Garcia**

**Meeting called by** Jessie Russell

**Attendees:  Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate, Dr. Trevas (2:30-3:02pm)**

**Please bring:** Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **2:30 pm to 4 pm** | **Discussion of Red Feather Presentation**  Discussion led by Capstone Team   * We decided as a team to keep the presentation relatively simple, focusing on the general concept and useful imagery. * Noah and Jessie both brought images to the presentation. Noah’s night and day concept became the focus of the presentation. * Wesley added a section on the positive impact of the new system. He was assisted by Jessie. * Jessie also began development of the Customer Needs and Engineering Requirements. The rest of the team joined and helped her develop these two concepts. | Microsoft Teams |

**Table 2.  Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Action item: Look into storage devices | Wesley Garcia | 9/7/20 |  |
| Action item: Quantify energy data, understand units | Jessie Russell | 9/7/20 |  |
| Action item: Look further into housing plans | Noah Kincheloe | 9/7/20 |  |
| Action item: Look further into heat exchangers | Randall Holgate | 9/7/20 |  |
| Action item: Look into Energy data resources. | Brittney Rogers | 9/7/20 |  |

**Next formal meeting:  9/9/20, MS Teams, at 3:15 pm.**

Page Break

**Meeting 2 Topic:  When are things due, What do we want to accomplish next meeting, and what do we think of what we’ve gotten done.**

**Wednesday, September 9, 2020**

**3:15pm – 3:30pm**

**Minutes recorded by Wesley Garcia**

**Meeting called by** **Jessie Russell**

**Attendees:  Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate**

**Please bring:** Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **3:15 pm-3:35 pm** | **Going over what needs to be done**  Discussion led by Capstone team   * We all agreed that the presentation, customer needs, and engineering requirements were nearly ready. * Wesley was asked to send the customer needs and requirements to Terry and Chuck. * We all decided that we would work on the house of quality and finish up work on the Er’s and Cn’s after seeing what Chuck says. | Microsoft Teams |

**Table 2.  Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Action item: Look into storage devices, email Chuck, email Terry | Wesley Garcia | 9/7/20 and 9/9/20 | 9/9/20 |
| Action item: Quantify energy data, understand units | Jessie Russell | 9/7/20 |  |
| Action item: Look further into housing plans | Noah Kincheloe | 9/7/20 |  |
| Action item: Look further into heat exchangers | Randall Holgate | 9/7/20 |  |
| Action item: Look into Energy data resources. | Brittney Rogers | 9/7/20 |  |

**Next formal meeting:  9/4/20, Develop Gant Chart, House of Quality, and Cn’s/Er’s document.**

Page Break

**Meeting 3 Topic: Working on Gant Chart, House of Quality, and completing CN’s and ER’s**

**Friday, September 11, 2020**

**2:00pm – 3:50pm**

**Minutes recorded by Wesley Garcia**

**Meeting called by** **Jessie Russell**

**Attendees:  Brittney Rogers, Noah Kincheloe, Wesley Garcia, Randall Holgate**

**Please bring:** Notes

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
| **2:00 pm-3:15 pm** | **Developing Gant Chart, House of Quality, and Settling on Customer needs and Engineering Requirements.**   * We discussed Chucks thoughts on our CN’s and ER’s and finalized what we thought they should be. * We began by developing the house of Quality. Noah and Jessie led this part of the meeting. Randall developed the weights and we all discussed what we thought of them. * Wesley Briefly started the Gant Chart. Jessie went through and fleshed it out completely laying out the future things our team needed to accomplish. * Each team member decided on different parts of the CN’s/ER’s document to complete | Microsoft Teams |

**Table 2.  Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Action item: Look into storage devices, finish Customer Needs part of document | Wesley Garcia | 9/7/20  9/11/20 |  |
| Action item: Quantify energy data, understand units, finish the Engineering Requirements part of document | Jessie Russell | 9/7/20  9/11/20 |  |
| Action item: Look further into housing plans, Complete Final Edits | Noah Kincheloe | 9/7/20  9/11/20 |  |
| Action item: Look further into heat exchangers, Complete Introduction of Document | Randall Holgate | 9/7/20  9/11/20 |  |
| Action item: Look into Energy data resources, Complete Conclusion of Document | Brittney Rogers | 9/7/20  9/11/20 |  |

**Next formal meeting:  Monday, 9/14/20, MS Teams, at 2:30 pm with team** **and David Trevas**