**Meeting Minutes 12/2/2014**

* Met with customer Jim Stephens
* Discussed meeting with Siemens person Don for pricing
	+ Maybe talk on Friday with him and Dr Faruque
	+ Dallas is going out of town on Friday, we may meet without him
	+ Patrick will communicate with Don to facilitate meeting on Friday
* Discussed some information about air flow and dampers
* Discussed how to control air flow and CO2 levels
	+ Jim mentioned he could cover testing for occupancy through CO2 levels and motion sensors in Dirac
		- Jim said that Dirac has existing issues with over-ventilation: Older buildings have fixed-speed exhaust fan
		- This issue leads to air leaks from building and wastes electricity
	+ Buildings are naturally resistant to change in conditions
		- High thermal mass that must be changed from tables, chairs, walls
		- This can be utilized to periodically shut off systems to work and cool down building