**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