

Team Agenda

01.10.2014

1. Set times, days and locations for reoccurring team and sponsor meetings.

3:30-4:30 Team Meetings Sometimes with Jung Thursdays

3:30-3:45 Biweekly Staff Meeting Thursday s

2. Address any concerns from Dr. Frank.

Case Closed

3. Review PO process and current progress on take-offs and vendors.

Purchasing List

Mark handling ordering

Design Criteria due to Jung by Next Week

Power Efficiency

Structural Stability 5%

Stay within certain radius at sea

Check on Report Due Friday

Need to Delegate Parts

Team MM
02.20.2014

1. Procurement
 - a. What parts have arrived and which ones do we physically possess?
Hobby Town order has arrived, less the motors. New motors need to be ordered by tomorrow and rushed if possible. Check Granger for motors since their orders arrive in a timely manner.
Radio Shack has failed to deliver our order, so we're shopping for another vendor. Stephen is to ask Dr. Frank if he has a P-card, which would allow us to purchase parts as we needed them ourselves.
 - b. What parts have not arrived nor do we physically possess and what needs to be done?
 - c. Do we need any parts that have not been ordered?
We could probably use JB Weld, 2" pipe with caps, 90 deg elbows 9/8"
2. Assembly
 - a. Started last weekend
 - b. Continuing this weekend
This Saturday, 9AM at Nick's house (see text).
 - c. Issues?
3. Programming
 - a. Status update
 - b. Issues?
4. Analysis
 - a. Status of full-scale calculations
We need to locate a wave pool.
The Civil's have a deflection this PM.
Meg is follow-up on finding a strain gage.
Jung has a fan and anemometer.
 - b. Status of methods to be used with scale model
 - c. Issues?
5. Next Week
 - a. Biweekly Staff Meeting, 3:30-3:45, B210
6. Week After Next
 - a. Lecture, 2:45-5:30, B210 (ME team members are required to attend)

Meeting Minutes 3/24/14

Operating Manual

- Discussed assignments and details of each section.
 - See Template saved in Dropbox (Dropbox->SD->Spring->Deliverables->Operating Manual->"OperatingManual_Template_Initial")
- Discussed current progress
 - Main items that need to be completed.
 - Wiring connections for turbine and propulsion motors.
 - Installation of end-cones on pontoons
 - Arduino and sensors
 - We should have all parts necessary

Meeting Minutes 3/31/14

1. ECE Fair
 - a. April 10, 1 – 4 PM, Atriums in Bldgs A & B
 - b. Shift 1 & Set-up: 1 – 2:30 PM; Jason, Matthew, **Nick** (confirm Nick's availability)
 - c. Shift 2 & Tear-down: 2:30 – 4 PM; Kevin, Mark, Stephen, **Meg** (confirm Meg's availability)

2. Manufacturing, Reliability, and Cost Report
 - a. 3-5 pages and part of the final report
 - b. Due Friday, 4/4.
 - i. General – Matthew
 - ii. Design for Manufactured – Mark and Kevin
 - iii. Design for Reliability – Jason
 - iv. Design for Economics – Stephen
 - v. Report compilation – Nick
 - c. **Each section must be complete and saved in the designated Dropbox folder by midnight on Thursday, 4/3. Any incomplete section(s) will be submitted 'as-is', including the name of the person responsible for it.**

3. Display Board
 - a. Meg

4. Build
 - a. Everyday this week

Team Agenda
04.14.2014

1. Thursday's Agenda

a.

8:00 AM – 8:30 AM: Breakfast / panel judge instructions (AME 211)

8:40 AM – 4:25 PM: Project presentations, see schedule on following page (AME 106 & MRB 115)

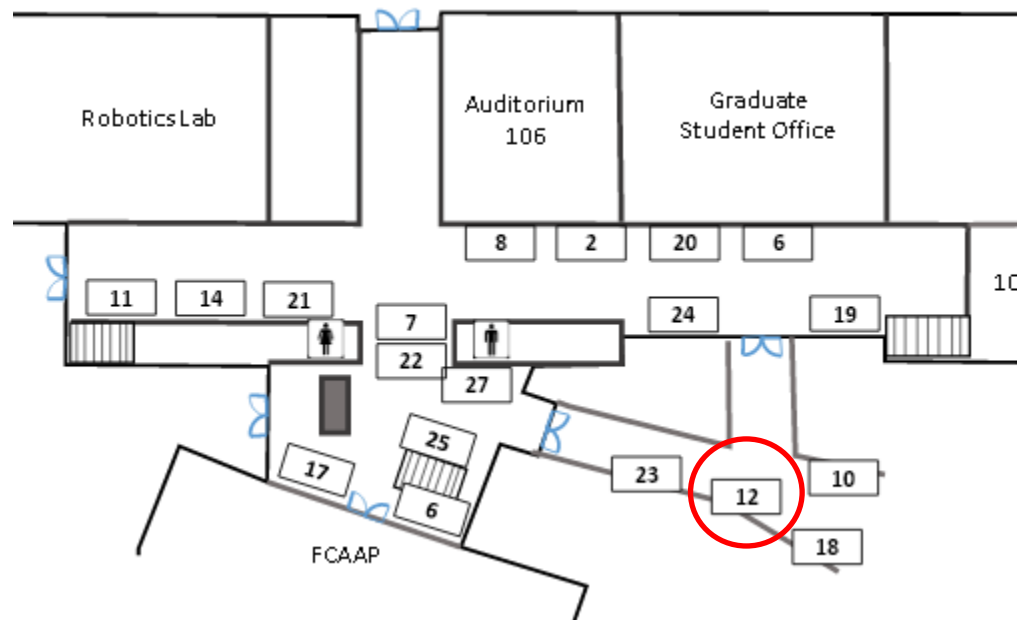
12:10 – 12:50 PM: Lunch for Judges (AME 211)

4:30 PM – 6:30 PM: Prototype / poster display (AME)

6:30 PM – 7:00 PM: Meeting of judges and faculty (AME 211)
Refreshments for students (AME atrium)

7:00 PM – 7:30 PM: Project awards and feedback from judges (AME 106)

b. OWT Presentation: 3:00 – 3:30 PM, AME 106, Dr. Kostrzewsky



2. Completed Webpage due Thursday, 4/17

3. Presentation (Guidelines saved in Dropbox)

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|--|--------------------------|
| a. Due Thursday, 4/17 | |
| b. Title Slide | Reuse Jason |
| c. Executive Summary/Abstract | Reuse Jason |
| d. Problem Definition and Needs Assessment | Reuse Matthew |
| e. Design concepts and Selection | Reuse Meg, Nick |
| f. Prototyping/Modeling/Simulation and Testing | New Mark, Kevin, Stephen |
| g. Conclusion | New Kevin |
| h. Future Recommendations | New Jason |
| i. Presentation Compilation | Meg |
| j. Rehearsal – Thursday morning, 9:00 AM | Jason, Kevin, Meg, Nick |

4. Report (Guidelines saved in Dropbox)

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|---|--------------------------|
| a. Due Thursday, 4/17 | |
| b. Cover Page | Reuse Jason |
| c. Executive Summary/Abstract | Reuse Jason |
| d. Acknowledgements | Reuse Jason |
| e. Project Overview | Reuse Jason |
| f. Design Analysis | Reuse Jason |
| g. Prototype Details | New Mark, Kevin, Stephen |
| h. Design for Manufacturing, Reliability, and Cost | New but Done, Jason |
| i. Considerations for Environment, Safety, and Ethics | Reuse Jason |
| j. Communications | New Meg |
| k. Conclusions | New Kevin |
| l. Recommendations for Future Work | New Jason |
| m. Schedule, Resources, and Budget | Mark Jason |
| n. References | All |
| o. Appendix | All |
| p. Report Compilation | Jason |

5. Peer Evaluations due Friday 4/18

6. Testing

- Better video footage
- Quantitative data
- 2:30 PM at Nick's