

WEEKLY MEETING AGENDA

Topic: Week 12

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: Monday, March 29th 2:30pm-4:00pm	Work on poster and final presentation	Zoom/Teams
Meeting 2: Wednesday, March 31 2:00pm-4:15pm	Work on final presentation, discuss plans	Microsoft Teams
Meeting 3: Saturday, April 3 2:00pm-3:00pm	Work on solar system	Brittney's Home

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Individual analysis topics	2/1/21	2/9/21

Upcoming tasks:

1.

MEETING MINUTES

Meeting 1 Topic: Poster Draft and Final Presentation

Date: Monday, March 29, 2021

Time: 2:30pm- 4:30pm

Location: Zoom/Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: Jessie, Noah, Brittney, Wesley, Randall, Dr. Oman

Table 1. Record of meeting.

2:30pm-3:00pm	Work on Final Presentation <ul style="list-style-type: none">• Discussion led by whole team.• Team worked to adapt material from the previous presentation to be suitable for the final, and to add any necessary additions
3:00pm to 4:30pm	Finish Poster Draft <ul style="list-style-type: none">• Discussion led by everyone• Team worked to format their poster, and to fill in all necessary sections for the draft• Much of the poster was created

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on individual slides	All team members	4/5/2021	

Next formal meeting: 3/31/21, Teams, at 2:30pm.

Meeting 2 Topic: Final Presentation and Future Planning

Date: Wednesday, March 31, 2021

Time: 2:30pm- 3:30pm

Location: Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

2:00pm-3:00pm	Final Presentation <ul style="list-style-type: none">• Team continued work on the final presentation, adding their technical analyses and trying to ensure that all relevant or necessary information was included
3:00pm to 3:30 pm	Future Plans <ul style="list-style-type: none">• Team discussed remaining work for the semester, as well as necessary additions to CAD, website, etc.• Planned out remaining work

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
	All team members	9/9/19	9/9/19
		9/9/19	9/9/19

Next formal meeting: 4/3/21, Brittney's House, at 11:00am.

Meeting 3 Topic: Solar Build and Test Day

Date: Saturday, April 3, 2021

Time: 11:00pm- 1:30pm

Location: Teams

Minutes recorded by Noah

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

11:am-12:30pm	System Setup <ul style="list-style-type: none"> Team worked to ensure functionality of solar power systems Panels were connected in parallel to maximize output
12:30pm to 1:30 pm	System Test <ul style="list-style-type: none"> Team connected solar panel to battery, evaluated the amount of power generated Recorded data for later plotting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish up presentation slides	All team members	4/7/21	

Next formal meeting: 4/5/21, Zoom, at 2:30pm.

Next members responsible for agenda: ??

and meeting minutes: