

WEEKLY MEETING AGENDA

Topic: Week 8

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: Monday, March 15 2:30pm-4:00pm	Teams Meeting: Preformed Hardware review and began hardware review two memo	Zoom and Teams
Meeting 2: Wednesday, March 17 2:30pm-3:30pm	Building session: We all discussed how our technical analysis were going and discussed future work.	Teams
Meeting 3: Saturday, March 6 11:00am-2:30pm	Building session: Began getting Solar Panels ready. added insulation to exposed piping, and re-sealed the pump to the reservoir.	Brittney's Home and Walmart

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date

Upcoming tasks:

1. Technical Analysis for each team member (3/19)

MEETING MINUTES

Meeting 1 Topic: Perform Hardware Review and Start Memo

Date: Monday, March 15, 2021

Time: 2:30pm- 4:00pm

Location: Zoom/Teams

Minutes recorded by Wesley

Meeting called by Jessie

Attendees: Jessie, Noah, Brittney, Wesley, Randall

Table 1. Record of meeting.

2:30pm to 2:50pm	Hardware Review with Dr. Oman. <ul style="list-style-type: none">• Discussion led by Jessie• Showed Dr. Oman our website which had videos and pictures of all of the work done since the last Hardware review• She asked about the heating tape, and insulation. Noah and Jessie answered her.
2:50pm to 3:00pm	Getting Hardware Review memo ready <ul style="list-style-type: none">• Discussion led by Everyone• We decided the memo was low priority. Each person would fill out their section• Jessie Spear headed getting all of the images and videos into the memo with help from Noah

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish Technical Analysis	Jessie, Noah, Randall, Brittney, and Wesley	3/19	3/19
Finish Hardware Review memo	Jessie, Noah, Randall, Brittney, and Wesley	3/22	3/21

Next formal meeting: 3/17/21, Teams at 2:30pm.

Meeting 2 Topic: Discuss Technical Analysis and future work

Date: Wednesday, March 17, 2021

Time: 2:30pm- 3:30pm

Location: Teams

Minutes recorded by Wesley

Meeting called by Jessie

Attendees: Jessie, Noah, Wesley, Randall, and Brittney

Table 1. Record of meeting.

2:30pm to 3:00pm	Technical Analysis <ul style="list-style-type: none">• Discussion led by Team• Each Person discussed how their analysis were going. Noah and Jessie were finished• Randall, Brittney, and Wesley were still working on theirs• Jessie and Noah noticed having enough energy for the mass of the water would be tough
3:00pm to 3:15 pm	Hardware Review <ul style="list-style-type: none">• Discussion Led by Jessie• We decided as a group to get the hardware review done by Monday of next week at latest.• Jessie and Noah had finished their sections. Jessie warned to just grab the proof from her section as the images weren't in exact order.
3:15pm to 3:30pm	Future Plans <ul style="list-style-type: none">• Discussion led by Jessie and Wesley• It was decided to test more on Monday and not just on Saturday. Planned to discuss when to meet at Leupp with Terry

Next formal meeting: 3/20/21, Brittney's House at 11:00am.

Meeting 3 Topic: Build Day

Date: Saturday, March 20, 2021

Time: 11:00pm- 2:30pm

Location: Teams

Minutes recorded by Wesley

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

11:00am-11:30pm	Working with Solar Panels <ul style="list-style-type: none">• Compared our panels with past teams, discussed when we would get converter, and put panels away
11:30am to 12:00 pm	Using Sealant and fixing pipe fittings <ul style="list-style-type: none">• Rewrapped and tightened several fittings going into pump.• Applied new sealant to point between reservoir and pump fitting.
12:00am to 2:00pm	Insulating Pipes <ul style="list-style-type: none">• Using gloves we wrapped the thermal tape and then fiber glass insulation around the heating section of the piping
2:00pm to 2:30pm	Wrapping covering over insulation <ul style="list-style-type: none">• We went to Walmart to buy a tarp and then cut it and wrapped it around the insulation to further protect it from weather and people from the fiberglass.

Next formal meeting: 3/22/21, Brittney's, at 12:00pm.

Next members responsible for agenda: Brittney