

# WEEKLY MEETING AGENDA

## Topic: Week 13

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

**Please bring:** Schedules, phones, and laptops

<b>Meeting 1: Monday, April 5</b> 2:00pm-2:30pm	<b>Finishing solar-battery-inverter test</b>	Brittney's house
<b>Meeting 2: Monday, April 5</b> 2:40pm-4:30pm	<b>Work on final presentation</b>	Microsoft Teams
<b>Meeting 3: Wednesday, April 7</b> 2:30pm-4:30pm	<b>Record final presentation, discuss plans</b>	Microsoft Teams
<b>Meeting 4: Friday, April 9</b> 2:00pm-2:20pm	<b>Client meeting with Terry</b>	Phone call

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date

Upcoming tasks:

1. Assembly/Operation Manual due Friday, April 16
2. Final Poster due Friday, April 23
3. Final Report due Friday, April 23

# MEETING MINUTES

**Meeting 1 Topic: Finishing solar-battery-inverter test**

**Meeting 1: Monday, April 5**

**Time: 2:00pm-2:40pm**

**Location: Zoom/Teams**

**Minutes recorded by**           **Jessie**          

**Meeting called by**                           **Jessie**                          

**Attendees:**   **Jessie, Brittney, Wesley, Randall**                          

**Table 1. Record of meeting.**

<b>2:00pm-2:30pm</b>	<b>Inspect Solar Panel/Battery/Inverter</b> <ul style="list-style-type: none"><li>• Discussion led by whole team.</li><li>• The team saw that the solar panel controller indicated that the battery was not charged.</li><li>• The inverter indicated that there was an error, and the power source (battery) was invalid.</li><li>• The team declared that with 2 days to charge, there was an incompatibility between the battery and inverter and possibly there was a connection problem.</li></ul>
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**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>

**Next formal meeting: 4/5/21, Teams, at 2:40pm.**

## Meeting 2 Topic: Work on Final Presentation

**Date:** Monday, April 5, 2021

**Time:** 2:40pm- 4:30pm

**Location:** Teams

**Minutes recorded by** \_\_\_\_\_ **Jessie**

**Meeting called by** \_\_\_\_\_ **Jessie**

**Attendees:** \_\_\_\_\_ **All Group Members**

**Table 1. Record of meeting.**

<b>2:40pm to 4:00pm</b>	<b>Final Presentation</b> <ul style="list-style-type: none"><li>Team finished up final work on the presentation</li></ul>
<b>4:00pm to 4:30pm</b>	<b>Future Plans</b> <ul style="list-style-type: none"><li>Team discussed plans to record on Wednesday and deadlines for future work (Manual, Final Report, and Final Poster)</li></ul>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Prepare for the recording of the presentation on Wednesday	All team members	4/7/21	

**Next formal meeting: 4/7/21, Microsoft Teams, at 2:30pm.**

**Meeting 3 Topic: Record final presentation, discuss plans**

**Date: Wednesday, April 7, 2021**

**Time: 2:30pm- 4:30pm**

## Location: Teams

Minutes recorded by Jessie

Meeting called by Jessie

**Attendees:** All Group Members

**Table 1. Record of meeting.**

<b>2:30pm to 4:00pm</b>	<b>Recording Presentation</b> <ul style="list-style-type: none"> <li>Team refined the presentation and then recorded the final presentation and uploaded it to UGRADS</li> </ul>
<b>4:00pm to 4:30pm</b>	<b>Emailing the Client</b> <ul style="list-style-type: none"> <li>Emailed the client, Terry, about plans on Saturday, client handoff, and planned a future meeting on Friday</li> </ul>

**Table 2. Tasks Assigned.**

Task	Person Assigned	Due Date	Date Complete
Prepare for the recording of the presentation on Wednesday	All team members	4/7/21	4/7/21

**Next formal meeting: 4/9/21, Free bridge phone call, at 2:00pm.**

## Meeting 4 Topic: Client meeting with Terry

**Date:** Friday, April 9

**Time:** 2:00pm-2:20pm

**Location:** Teams

**Minutes recorded by** Jessie

**Meeting called by** Wesley

**Attendees:** Terry Baxter, Wesley Garcia, Brittney Rogers, Jessie Russell, Randall Holgate

**Table 1. Record of meeting.**

<b>2:00pm-2:20pm</b>	<b>Discussion about handoff of device</b> <ul style="list-style-type: none"><li>Terry stated that he knows someone who might be interested in taking the device and installing it, but the device would not be available to future Capstone teams. Otherwise, he has no way to store the device.</li><li>Terry explained he was happy with the team's work.</li></ul>
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**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on final report when available	All team members	4/13/21	

**Next formal meeting:** 4/13/21, Zoom, at 2:30pm.

**Next members responsible for agenda and meeting minutes:** Randall Holgate