

Attendees:

### Action Items For Review: (15 min)

AI:19 All

Everyone review Kayden's document on methods of solution. It is on the Google docs page. Due 10/9 **Done**

AI:20 Majed and Hatem

Contact JJ about getting access to Microsoft Visio and Project Due 10/9 **Hatem and Majed both have Macs, so they will have to use university PCs.**

AI:21 Chad

Build a unit for synchronizing the power system in the advanced power lab to the Avista system. Due 11/15

AI:22 All

Review the information on the mindworks page regarding snapshot day. Due 10/5

AI:22 All **Done**

**Majed clarified that we have four snapshots coming up.**

Everything developed for the SNAPSHOT day should be sent to Kayden for final integration into our presentation. Due 10/9

AI:23 Majed

Bring in the team portfolio for everyone to look over. Due 10/9 **Done**

### SNAPSHOT DAY Action Items

Make 8.5 X 11 printouts to create a poster board that includes things like:

- Descriptive Project Title Done
- Team name, team members, sponsor Done
- problem statement (1=2 sentences) Kayden
- Design Goals/Deliverables Hatem/Kayden
- Table of Specification (general reqs, specific reqs, and target values) Chad
- Documentation of project learning such as literature review, product dissection, calcs, experiments, empathetic studies Majed **Done - Portfolio**
- Concept development to date Hatem/Kayden
- Plan/schedule for project completion (milestones & dates) Kayden

## New Agenda Items

Team will go down to the Power Lab with Dr. Johnson so that he can cover safety, system startup, and any cleanup activities he has already identified for us.

**This agenda item is carried forward to next week.**

## New Minutes

Kayden checked with his admin at work to see about getting us all SEL t-shirts. She is looking into it still, updates to follow.

Kayden also confirmed that his wife will be able to take our team picture.

Team will review material from Senior Design class Tuesday and start planning our poster.

Date for Snap-Shot day:

Kayden updated us on the Senior Design class on Tuesday. The class covered snap-shot day. The team will display their poster. Some professors, employers and past sponsors will be coming around to query us about our posters. This is only about 2 weeks out from now. The reviewers will not be expecting the project to be done, but rather wanting to understand what we have learned about the project so far. They have boards for us already. They want us to come up with about 10 sheets of normal paper with information about the project. For example, a block diagram of the hardware we are working on. We need to decide which diagrams we will be posting.

We will be standing at the table, dressed formally, addressing questions that come up regarding our project.

Kayden also pulled up the document on the Snapshot day from the mindworks page. They will want the project portfolio, existing hardware/software, pictures from client, diagrams, catalogs, etc.

Kayden has an updated Gantt chart that includes items from Majed and Hatem. We will review the Gantt if there is time and start talking about time in the power lab each week.

AI:23 Kayden Due Friday 10-9 (evening)

Will send out an update on the Snapshot documentation he has so far.

AI:24 Majed Due 10/9

Print off the transcript and have client and sponsor sign it

AI:25 Stephanie Due 10/23

Email the surplus store and see if there are any extra T-Shirts