

# TEAM MINUTES - 9/11/20

Location: Zoom  
Present: ALL  
Time: 2:30-3:15  
Writer: Jaden Cavender

## Agenda Items

1. Discuss specific needs of project such as filter stages, sand grain cleaning methods, desired rates and speed of cleaning/water output, initial expected budget for production.

Mentioned that the team will be receiving prototype drawings from Martin later, which should detail previous work and designs. Design process will be mostly unique with reference documents only providing a basis of what is possible. Design also was expressed to need to remove nitrogen particulates throughout flow.

Budget was expressed as having a goal of using small funds to be efficient, but if additional funding may be needed, it is available in assets. The initial 10,000\$ should be taken an expected upper limit, and as a team we should shoot for lower than that if possible.

2. Setup desired communication methods between peers and instructors.

MS teams will be the official team communication method. Also communicated about the importance of the project. Discussed the mission of the device. Device could impact hundreds of thousands of lives for clean drinking water. Also gave team introductions.

3. Discuss previous team's work, existing information, and how to get further information on the project.

Martin will act as a resource for project specifics. A tour may be required to visit the device and inspect what is currently installed.

4. List preferences for how the project should be conducted and integrate those ideas into team roles.

**Discretion was highlighted as a present need. Do not talk about the project outside of the university atmosphere unless vague context is used. This will protect intellectual property.**

The need for good team communication was also highlighted, and if conflicts arise, the team contract is available as a resource.



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<b>Action Items</b>	<b>Owner(s)</b>	<b>Deadline</b>	<b>Status</b>
Tbd	Jaden		
Tbd	Ben		
Tbd	Tobias		
Tbd	Tayson		
Tbd	Blake		
Reassemble with instructor to discuss interview and budget	Full Group	9/15	In progress