

Team Meeting

September 21, 2017

10:46 AM

Power Lab

Meeting called by: Team Echo

Attendees: Kristen, Jared, Dr. Hess

Type of meeting: Weekly Team Meeting

Minutes

Agenda Item: Specifications of project – Mitigation techniques

Discussion:

Design Review, project timeline, competing designs, inverter failure and shipping the inverter back to the ARD.

Conclusions:

Jared and Kristen will start on Design Review presentation and edit timeline. Continue research on competing designs as well.

Action Items:	Member Responsible	Deadline
Design Review Presentation	Everyone	10/3/17
Update Timeline	Everyone	10/3/17
Ship Inverter Back to the ARD	Everyone	9/22/17

Agenda Item: Design Review Presentation

Discussion:

Edit and revise previous design review presentation to include updated research and techniques

Conclusions:

Update design review presentation and timeline for our client

Agenda Item: Ship inverter back to the ARD

Discussion:

Jared will work with Molly to get the shipping scheduled and paid for. Kristen will pack the inverters and be available when the shippers come to pick them up.

Conclusions:

Get the inverter units shipped back to the ARD as soon as possible.

Agenda Item: Edit project timeline

Discussion:

Jared will edit the timeline per the group discussions and agreement on deadlines.

Conclusions:

Edit project timeline as the project progresses to help stay on track and get the project completed in a timely manner.
