

Date: Thursday, April 19, 2018

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor and Team Meeting

Key ideas:

- Poster for Expo
 - Increase font size
 - Add Cole's name and Todd's name
 - Order Poster by Monday, April 23, 2018
- Presentation for Expo
 - Overview should be changed to show every slide heading
 - Rename various slides
 - Add a Bill of Materials for Scale Models slide
- Wiki-Page
 - Update photos
 - Archive section
 - Final Report Posted
 - Appendix – data tables not graphs
 - Include poster
- Final Report
 - Show fuel consumption equations before giving plots
 - Appendix
 - Include extra plots in this section

Action items:

- Submit poster
- Finish presentation slides
- Work on final report

Date: Thursday, April 12, 2018

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor and Team Meeting

Key ideas:

- Expo Presentation
 - High Priority
 - Send around via email to get feedback
- Poster board
 - Finish and send around to get opinions
 - Show error propagation on one set of data
 - Submit by Monday, April 23, 2018
- Wiki-Page
 - Do this first, then base Final Report off of Wiki-page
 - Archive section
 - Final Report Posted
 - Appendix – data tables not graphs
- Final Report
 - Show fuel consumption equations before giving plots
 - Appendix
 - Include extra plots in this section
- Error Propagation Analysis
 - Error Propagation was further explained

Action items:

- Submit poster
- Finish presentation slides
- Work on final report

Date: Thursday, April 5, 2018

Members: All present

Start time: 1:30 pm

End time: 3:30 pm

Instructor and Team Meeting

Key ideas:

- Expo Presentation
 - About a dozen or so slides for the presentation
 - 20 minutes start to finish, including transitions
 - Strive for no more than 13 minutes
 - Prepare the booth design
- Poster board
 - Try and design this quickly
 - Use standard size
- Wiki-Page
 - Archive section
 - Final Report Posted
 - Reflect final report
 - Appendix – data tables not graphs
- Final Report
 - Show fuel consumption equations before giving
- New meeting – 3:30 on every Thursday
 - Not meeting the Thursday before expo
- Error Propagation Analysis
 - Error bars on each point
 - Dashed line
- Final Report
 - Cole sent us documents to work on our final report
 - Documents also give more details about emissions
- Questions/Responses from Cole
 - Measuring at different angles (not needed)
 - No bull nose on hopper trailers
 - Always will have the bins on the lead trailer and pup trailer

Action items:

- Work on final report
- Get information clarified from Cole
- Plot data and document data

Date: Tuesday, April 3, 2018

Members: All present

Start time: 1:30 pm

End time: 3:30 pm

Instructor and Team Meeting

Key ideas:

- Modeling
 - All models completed
 - Reprinted front attachments for 48' trailer (to match colors)
- Wind Tunnel Recap
 - Using display values instead of LabView
 - Performed 9 different trials for the 48' foot trailer
- Final Report
 - Cole sent us documents to work on our final report
 - Documents also give more details about emissions
- Questions/Responses from Cole
 - Measuring at different angles (not needed)
 - No bull nose on hopper trailers
 - Always will have the bins on the lead trailer and pup trailer

Action items:

- Work on final report
- Wind tunnel test most days
- Get information clarified from Cole
- Plot data and document data

Date: Tuesday, March 27, 2018

Members: All present

Start time: 1:30 pm

End time: 3:30 pm

Instructor and Team Meeting

Key ideas:

- Modeling
 - All models completed
 - Create a possible magnetic holder for the bottle glass of wind tunnel
- Wind Tunnel Recap
 - The set up for the wind tunnel went correctly
 - LabView wasn't working correctly since the display got changed
 - Can still record data from the display
- Wind Tunnel Troubleshooting
 - Brandon worked with the senior lab class to trouble shoot the display
 - Next Thursday is needed for further trouble shooting
- Final Report
 - Cole sent us documents to work on our final report
 - Documents also give more details about emissions

Action items:

- Work on final report
- Schedule further wind tunnel testing for Friday, March 30
- Troubleshoot the wind tunnel with the senior lab class on Thursday, March 29
- Possibly print out a magnetic holder support

Date: Tuesday, March 20, 2018

Members: All present

Start time: 1:30 pm

End time: 3:30 pm

Team Meeting

Key ideas:

- Modeling
 - Last of the models have been 3-D printed
 - Lengths of rods for long tongue have been measured
 - Long tongue rods need to be cut to the correct dimension
- Wind Tunnel
 - Need to conduct our wind tunnel testing
 - Schedule use for the wind tunnel on Friday, March 23, 2018
- Budget
 - Possibly will have to buy more 3-D printing material to make up for the material that we borrowed
- Schedule
 - Project seems on schedule
 - Final testing needs to commence and be documented
- Final Report
 - Begin final report and receive more information from Cole

Action items:

- Work on final report
- Schedule further wind tunnel testing for Friday, March 23
- Cut out correct lengths for the long tongue rods
- Possibly print out a magnetic holder support or just tape the magnetics onto the underside of the wind tunnel

Date: Tuesday, March 6, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- 3-D printing
 - All main attachments have been printed
- Modeling
 - All modeling completed
- Wind Tunnel Use
 - Testing to commence regularly on Friday mornings
- Tongue lengths have been measured and need to be cut to the correct dimensions
- Design Review II recap
 - Making sure to use a nose cone on the lead trailer as well as the pup trailer
 - Distances to test
 - Roughly 7 feet to 20 feet
 - Use bull nose on the base model and the possum belly
 - Standards for the trailers are always on the lighter side (refer to slide 10 of regulations PowerPoint)
 - A full-scale trailer will be brought to be displayed at EXPO

Action items:

- Test trailers
- Finish and wrap up project
- Begin writing final report
- Continue updating the wikipage for our current progress

Date: Wednesday, February 28, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- Cole's Information
 - Placing a tandem in front of the trailers instead of placing a truck
 - We went with an airfoil shaped structure
 - Tarp use
 - 6 inches higher than top of trailer
 - Decided on most likely not implementing the tarp design
 - Bull nose is ready for printing
 - Cole provided drawings for tongue lengths
- 3-D printing
 - Bull nose attachment is ready for printing
- Modeling
 - All modeling completed
- Wind Tunnel Use
 - Need to let Kumar know when we want to test
- A-train trailers have been glued
- Design Review II scheduled for today
 - Recap on information received

Action items:

- Recap on information received from Design Review II
- Test trailers
- Finish and wrap up project

Date: Tuesday, February 20, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- Cole's Information
 - Placing a tandem in front of the trailers instead of placing a truck
 - We went with an airfoil shaped structure
 - Tarp use (If we have time)
 - 6 inches higher than top of trailer
 - Bull nose is ready for printing
 - Cole sent over drawings
- 3-D printing
 - Tongue attachment printed
- Modeling
 - All modeling completed
- Wind Tunnel Use
 - Need to let Kumar know when we want to test
- A-train trailers have been glued
- Design Review II Date
 - Changed to Wednesday, February 28, 2018
 - Prepare for that

Action items:

- Prepare for Design Review
- Sand trailers
- Recap information based on Snapshot #3

Date: Tuesday, February 13, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- Cole's Information
 - Placing a tandem in front of the trailers instead of placing a truck
 - Tarp use (If we have time)
 - 6 inches higher than top of trailer
 - Bull nose drawing is correct
 - Cole will send over drawings
- 3-D printing
 - Hopper bins and possum belly completed
- Modeling
 - Tongue attachment ready for printing
- Wind Tunnel Use
 - Kumar has been contacted about wind tunnel use
- A-train trailers have been laser cut
- Design Review II Date
 - Changed to Wednesday, February 28, 2018

Action items:

- Finish 3-D printing
- Glue trailers
- Discuss with Dr. Kumar & Dr. Budwig about airfoil safety

Date: Tuesday, February 6, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- Phone call with Cole
 - Placing a tandem in front of the trailers instead of placing a truck
 - Tarp use
 - 6 inches higher than top of trailer
 - Bull nose
 - Cole will send over drawings
 - Project goals
- 3-D printing
 - Hopper bins and possum belly printing
 - Further printing
- Modeling
 - Modeling tongue attachment
- Wind Tunnel Use
 - Talked to Kumar about using the wind tunnel
- Laser cut trailers on Wednesday, February 7, 2018
- Design Review II Date
 - Wait for the correct time
 - Tuesday, February 20, 2018 for everyone's availability

Action items:

- Finish 3-D printing
- Laser cut trailers on Wednesday, February 7, 2018
- Finish modeling all parts
- Discuss with Dr. Kumar & Dr. Budwig about airfoil safety

Date: Tuesday, January 30, 2018

Members: All present

Start time: 1:00 pm

End time: 3:00 pm

Team Meeting

Key ideas:

- 3-D printing
 - Try to print out all the parts at once
 - Need to make lots of new attachments
- Communication with Cole
 - Clarification for all types of modeling
- Modeling
 - Laser cut multiple models
- Wind Tunnel Use
 - Schedule days for wind tunnel testing
- Purchasing wood
- New team portfolio tabs

Action items:

- Start 3-D printing parts
- Complete a list of attachments
- Purchase wood
- Label the team portfolio according

Date: Thursday, January 23, 2018

Members: All present

Start time: 1:30 pm

End time: 3:00 pm

Team Meeting

Key ideas:

- 3-D printing
 - Red material selected
 - Order form filled out
- Design Review Recap
 - Responding to Cole
 - Clarification for all types of modeling
 - Give him a to do list/Questions
- Modeling
 - Get working on printing all attachments
- Wind Tunnel Use
 - Talked to Kumar about using the wind tunnel
 - Contact him via email works best
- Signed up for Expo

Action items:

- Turn in order form for 3-D printed material
- Perform more 3-D printing
- Email Cole

Date: Thursday, January 23, 2018

Members: All present

Start time: 3:00 pm

End time: 3:30 pm

Instructor Meeting

Key ideas:

- 3-D printing
 - Printing a part for the tarp
- Responding to Cole
 - Clarification for all types of modeling
 - Give him a to do list/Questions
- Modeling
 - Get working on printing all attachments
- Wind Tunnel Use
 - Talked to Kumar about using the wind tunnel
- Create a week plan of attack
- Purchasing wood
- Labeling team portfolio

Action items:

- Perform more 3-D printing
- Complete a list of attachments
- Create a weekly plan
- Purchase wood
- Label the team portfolio according

Date: Thursday, January 18, 2018

Members: All present

Start time: 4:30 pm

End time: 5:00 pm

Instructor Meeting

Key ideas:

- New Meeting time
 - 3 o'clock Tuesdays
- Design Review Recap
 - Cole's Information
 - Responding to Cole
 - Clarification for all types of modeling
 - Give him a to do list
- Modeling
 - Easy way to switch between tarped and un-tarped
 - Get all accessories done before any perfected modeling
- Wind Tunnel Use
 - Talk to Kumar about using the wind tunnel
 - Ahmad is authorized as well
- Technical Presentation for Western Trailer
 - Expo presentation as well
- 2nd Design Review could be done over the phone

Action items:

- Buy some 3-D printed material
- Talk to Kumar about wind tunnel use
- Sign up for project fair

Date: Thursday, December 7, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Design Review Recap
 - SAE.org website for publication
 - Looking at which conference we should be
 - Further Model Designs
 - Open top on bulk commodity
 - Bull nose modification (very similar to nose cone attachment)
 - Ask Cole for more drawings
 - Tongue lengths to be tested
 - Standard distance is 4 feet apart in Canada
 - Standard distance can be 15 feet apart
 - Test with a nose cone
 - Tandem under the front of the trailer
 - Study some exaggerations
 - Rib affects
 - Supporting the truck in front of the trailer

Action items:

- Put together a list of things we could study
- Turn in logbooks, profile, and wiki page tomorrow
- Research into SAE.org publication items
- Next steps of project

Date: November 30, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Design review
 - Monday, December 4th
 - Tour of facility
 - Talk to Cole and possibly Nathan Peterson and Todd Swanson
 - Ask about projector screen
 - Allow an hour for design review and Q/A
 - 20-30 slides for presentation
- Travel
 - Leaving 11 am Sunday
 - Staying at the Holiday Inn
- Testing
 - Layout
 - Picture structure
 - Wind tunnel testing with the flat-floor base model and nose cone attachment was performed
- Modeling
 - Finished gluing and assembling model

Action items:

- Design review
- Write down lessons learned from wind tunnel testing
- Analyze data collected from the wind tunnel
- Finish Snapshot slides

Date: Tuesday, November 28, 2017

Members: All present

Start time: 11 am

End time: 12:30 pm

Team Meeting

Key ideas:

- Client and design interview date
 - Wait until dead week December 4th
- Sting
- Machine shop
 - Axle cutting
 - Sting cutting
- Magnetics
- 3D printing

Action items:

- Glue base model together
- Analyze data collected from the wind tunnel
- Get ready for snapshot day
- Prepare for design review

Date: November 16, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Team Meeting

Key ideas:

- Client and design interview date
 - Wait until dead week December 4th
- Wiki page
 - Layout
 - Picture structure
- Model material
 - Made from wood
 - Have sting attachment below the trailer
 - Floor could be thicker. Walls thinner.
 - Using wood comes in .25 in
 - Wall thickness compared to overall width of trailer
- Purchasing 3-D print material

Action items:

- Glue base model together
- Analyze data collected from the wind tunnel
- Get ready for snapshot day
- Prepare for design review

Date: November 14, 2017

Members: All present

Start time: 2pm

End time: 3 pm

Team Meeting

Key ideas:

- Watching a design review
 - Keep it clean
 - Jake and Liam attended
 - Sled team
 - Brandon attended
 - Took notes to apply to our design review
- Prepare for instructor meeting Thursday

Action items:

- Glue laser-cutted base model together
- Analyze data collected from the wind tunnel
- Get ready for snapshot day
- Prepare for design review

Date: November 9, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Team Meeting

Key ideas:

- Client and design interview date
 - Wait until dead week December 4th
- Wiki page
 - Layout
 - Picture structure
- Model material
 - Made from wood
 - Have sting attachment below the trailer
 - Floor could be thicker. Walls thinner.
 - Using wood comes in .25 in
 - Wall thickness compared to overall width of trailer
- Purchasing 3-D print material

Action items:

- Schedule laser cutting for the base model
- Analyze data collected from the wind tunnel
- Plot data
- Further assemble model

Date: Tuesday, November 7, 2017

Members: All present

Start time: 2 pm

End time: 5 pm

Team Meeting

Key ideas:

- Finishing up on manufacturing wheels
 - 3-D printing of old wheels failed
 - Cutting out our own wheels
 - Using HAAS Lathe to drill center hole
 - Then using the band saw to cut them
 - Need 16 wheels
 - Material is limited
 - Further sanding of edges was needed
 - All wheels ended up being completed
- Wiki page
 - Was completed
 - Needs to be updated throughout the project
 - Need table of contents
 - Wiki page review is today

Action items:

- Continue to update and add to the wiki page throughout the project
- Discuss how the wiki page review went
- Create a scaled down SW model for a couple more designs
- Create agenda for instructor meeting

Date: Monday, November 6, 2017

Members: All present

Start time: 2:30 pm

End time: 5 pm

Team Meeting

Key ideas:

- Manufacturing wheels
 - 3-D printing of old wheels failed
 - Cutting out our own wheels
 - Using HAAS Lathe to drill center hole
 - Then using the band saw to cut them
 - Need 16 wheels
 - Material is limited
- Wiki page
 - Was completed
 - Needs to be updated throughout the project
 - Need table of contents
 - Wiki page review tomorrow Tuesday 7, 2017

Action items:

- Continue to update and add to the wiki page throughout the project
- Create a scaled down SW model for a couple more designs
- Create agenda for instructor meeting

Date: Thursday, November 2, 2017

Members: All present

Start time: 3:30 pm

End time: 4 pm

Team Meeting

Key ideas:

- Phone interview with Cole Lewis
 - Wind tunnel testing data reduction
 - 3-D printing progress
 - Wiki page review
 - Design review date
 - Future plans
- Wiki page
 - Draft due tomorrow
 - Layout
 - Title, Problem Definition, Project learning
 - More information and pictures were added
 - Cole approved use of company photos/logo

Action items:

- Continue to update and add to the wiki page by Friday (11/3)
- Create a scaled down SW model for a couple more designs
- Create agenda for instructor meeting
- Use shop to create the wheels on the lathe

Date: Tuesday, October 31, 2017

Members: All present

Start time: 2 pm

End time: 3 pm

Team Meeting

Key ideas:

- Wiki page
 - Draft due Friday, November 3
 - Layout
 - Title, Problem Definition, Project learning
 - Layout was added, need information added
 - More information and pictures were added
- More math modeling commenced
 - Jacob compared some of the wind tunnel data to that of his own
- Modifications for actual prototypes commenced
 - Further planning for the construction of the wheels happened

Action items:

- Continue to update and add to the wiki page by Friday (11/3)
- Create a scaled down SW model for a couple more designs
- Create agenda for instructor meeting

Date: October 26, 2017

Members: All present

Start time: 9:30 am

End time: 11:30 am

Team Meeting

Key ideas:

- Wind Tunnel Testing
 - Testing commenced
 - Our design for our test block needs work
 - It spins on the sting
 - Possible set screw needed
 - Adding a square or hexagonal shape internally
 - Data was collected
- Wiki page
 - Draft due Friday, November 3
 - Layout
 - Title, Problem Definition, Project learning
 - Layout was added, need information added
- Further discussion
 - Sending progress report

Action items:

- Continue to update and add to the wiki page
- Create a scaled down SW model for a couple more designs
- Discuss progress with instructor
- Send progress report to Cole

Date: October 24, 2017

Members: All present

Start time: 2:00 pm

End time: 4:00 pm

Team Meeting

Key ideas:

- Box prototype
 - Hole size increased slightly to fit on the sting of the wind tunnel
 - Ready for testing and collecting data
- Budget
 - Metal for scale model ordered
 - Transactions for purchasing items have been authorized
- Wiki page
 - Wiki page has been created
 - Details, layout, and images need to be added
 - Username: john2420
 - Password: Canada20
- Communication with Rick
 - Possible wind tunnel testing Thursday or Friday morning

Action items:

- Schedule an official time for wind tunnel testing
- Continue to update and add to the wiki page
- Create a scaled down SW model for a couple more designs
- Create an agenda for Thursday's meeting
- Create a progress report for Thursday's meeting
- Gather information from wind tunnel testing to finalize model designs

Date: October 19, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Prototype
 - Check with personal whether our model is okay to use on the sting
 - Paying for the material (not needed, just recording how much material was used)
- Drawings of Assembly
 - Sending them to Cole
- Purchase shaft and 3-D print wheels
- Don't worry about little details on wheels
- Client visit
 - Tentatively plan to have a visit around the same time as Design review
- Wind Tunnel testing
 - Modify the hole on the box prototype to fit on the sting
 - Start data collection

Action items:

- Modify 3-D printed part for testing
- Schedule a time for wind tunnel testing
- Further develop model for trailer
 - Parts order for model trailer
 - Metal for axle
 - 3-D print wheels
 - Laser cut base (future)
- Create a wiki page

Date: October 17, 2017

Members: All present

Start time: 2 pm

End time: 3:15 pm

Team Meeting

Key ideas:

- SOLIDWORKS modeling
 - Scaled-down model of a flatbed trailer created
 - Designed to fit on the sting in the wind tunnel
 - Will be created later after further prototyping
 - Early prototype
 - Generic cube model trailer cube
 - Has same sting mounting design as the model flatbed trailer
 - Will be used for practice testing within the wind tunnel
- 3-D printing
 - Email sent to Sarah with our prototype to be printed
- Continued similitude calculations
 - Geometric similitude has been finalized
 - Dynamic similitude is still being looked into

Action items:

- Phone call to Cole Lewis during instructor meeting
- Set up a tentative site visit date
- Discuss Model Drawings
- Discuss progress with testing the model trailer cube
- Talk more about dynamic similitude
- 3-D print and test generic cube model of trailer for wind tunnel use

Date: October 12, 2017

Members: All present

Start time: 1:45 pm

End time: 2:15 pm

Team Meeting

Key ideas:

- Created Agenda for Today's Instructor Meeting
 - Discuss refined Project Description
 - Similitude Calculations
 - Geometric similitude
 - Dynamic similitude
 - Graduate student meetings
 - Rick Leathers
 - Ahmad
- Math modeling
- Budgeting
- Progress report update

Action items:

- Attend instructor meeting in an hour
- Continue working with similitude calculations
- Create math models in MATLAB or another related program
- Decide on a scale model so 3-D printing can commence

Date: October 12, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Review project description and specifications
 - Sending current one to Cole and Todd
 - Possibly merging previous descriptions with current ones (check email)
- Similitude
 - Geometric ratios (multiple ones)
 - $L_{\text{truck}}/L_{\text{model}}$
 - $L_{\text{ribs}}/L_{\text{model}}$
 - $f(L, V, \rho, D)$
 - $L^a v^b \rho^c = F$
 - Possibly discovering ratios via experimental data
 - Testing at multiple speeds
 - Look into aspect ratios
- Modeling
 - Laser cutting the base
 - Possibly using foam
 - Wall thickness
 - Giving similar thickness for flexibility
 - Not having too large of a model
 - Which glue to use for wood parts (Talk to Colton)
 - 3-D print one strand on the walls for ribs
- Math modeling
- Ahmad
 - If further contact is limited, possibly test using just a block in the wind tunnel
- Snapshot poster discussion
 - Think about items such as ribs along the walls

Action items:

- Have some prototypes created
 - How to use the laser cutter
- Drawings of the scaled parts
- Think about orientations and predicted velocities used
- Testing with some sort of object within the wind tunnel
- The velocities chosen may depend on the Reynolds numbers calculated

Date: October 5, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Phone call with Cole and Todd
 - Receiving another pup trailer design
 - Parts received are full sized and need to be scaled down
 - We need to address the problems that come with scaling down
 - Walls and other features can only be scaled down so far
 - Possible manufacturing technique
 - Using foam and heated cutting
 - Trip to Boise
 - 1st to the 2nd week of November (tentatively)
 - May be timed to be around the time of the performance review
- Snapshot day (Tuesday, October 10, 2017)
 - Problem Statement
 - Results of project learning
 - Pictures of Wind Tunnel and data of learning
 - Creating poster (30" x 40" poster; use of PPT slides)
 - Located in the shop

Action items:

- Create poster for snapshot day
- Look into scaling for the models
- Continue with model creation

Date: October 3, 2017

Members: All present

Start time: 2 pm

End time: 3 pm

Team Meeting

Key ideas:

- Finished project specifications draft
- Laser cutting training
 - Possible date – Wednesday, October 4, 2017. At 12 pm
- Contact with client and instructor
 - Emails sent out discussing project specification and questions about drawings received
- Planned agenda for Thursdays instructor meeting
 - Emailed out agenda to Dr. Beyerlein

Action items:

- Schedule laser cutting training
- Prepare for instructor meeting
- Contact client about drawings received
- Prepare for client phone call during Thursday's instructor meeting

Date: October 2, 2017

Members: All present

Start time: 3:30 pm

End time: 4:30 pm

Meeting with Todd Swanstrom and Dr. Beyerlein

Key ideas:

- Regulations discussion
 - PowerPoint holds important information
- Their trailers fit into a very small category
 - Non-trailer category: Flat-bed and bulk commodity
- Budget discussion

Action items:

- Create one paragraph summary of project
 - Deliverables
 - Budget
 - Designs
- Shop training Thursday, October 5, 2017
- Log books due Thursday, October 5, 2017

Date: September 28, 2017

Members: All present

Start time: 3:30 pm

End time: 4:30 pm

Team Meeting

Key ideas:

- Schedule shop training
- Finish transcript
- Review progress report
- Email transcript and progress report to client and instructor

Action items:

- Shop training at 11:00 am on Thursday, October 5. Should last an hour.
- Review Gantt Chart
- Contact Alex about laser cutter training
- Analyze drawings

Date: September 26, 2017

Members: All present

Start time: 2:00 pm

End time: 3:30 pm

Team Meeting

Key ideas:

- Gant chart
- Client interview transcript
- Future phone call with client
- Progress updates

Action items:

- Begin working on an early Gant chart
- Review questions asked and answers received to produce a summary of lessons learned
- Write a progress report for client
- Meet with Ahmad to watch his tests

Date: September 21, 2017

Members: All present

Start time: 3:30 pm

End time: 4:00 pm

Instructor Meeting

Key ideas:

- Client contact
 - Progress report
 - What we found out
- Dr. Beyerlein will be gone next week Thursday, September 28
- October 3 is alumni day at lecture
- October 5 log books will be collected
 - Remember to do the log book form
- October 10 snapshot day
- Make prototype out of wood
 - Testing variations cheaply and quickly
 - Using laser cutter (Sarah can help)

Action items:

- Learn how to run and test the wind tunnel
- How to use LabVIEW
- Talk to Ahmad
- Make our own truck trailer

Date: September 19, 2017

Members: All present

Start time: 2:00 pm

End time: 3:00 pm

Team Meeting

Key ideas:

- Contact with Western Trailer – Jake
- Meeting minutes –Liam
- Documentation – Brandon
- Contact with Ahmad – Brandon

Action items:

- Postponing meeting with Western Trailer – Jake
- Getting schematics from Cole – Jake
- Posting meeting minutes to shared drive – Liam
- Updating portfolio – Brandon
- Keep in contact with Ahmad about his testing – Brandon
- Write agenda for 2nd instructor meeting – Everyone

Date: September 14, 2017

Members: All present

Start time: 4:30 pm

End time: 5:30 pm

Instructor Meeting

Key ideas:

- Discussion on questions asked
- Scheduling of client visit
- Information gathered
- Other pressing questions
- Wind tunnel use

Action items:

- Record what we learned from our client interview
- Create a follow-up email for Cole
- Learn more about the wind tunnel and its operation
- Work on early designs for a 3-D printed, basic trailer

Date: September 12, 2017

Members: All present

Start time: 2:00 pm

End time: 4:00 pm

Team Meeting

Key ideas:

- Finished team contract
- Communicated with our mentor Sarah
- Preparation for client phone call
- Calling client

Action items:

- Create a progress report
- Discussing possible visit dates
- Discussing client interview with Dr. Beyerlein at instructor meeting
- Creating agenda for instructor meeting

Date: September 6, 2017

Members: All present

Start time: 3:00 pm

End time: 4:30 pm

Team Meeting

Key ideas:

- Communication within our team
- Budgeting
- Instructor Communication
- Writing team contract
- Contacting Dr. Tao and Ahmad about their research

Action items:

- Create a shared drive for team use
- Create agenda for instructor meeting
- Finish Team contract
- Posting meeting minutes
- Think about questions and other project ideas