

Attendees: Majed, Hatem, Kayden, Chad

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

AI:07 Kayden **Complete**

Document our current list of possible solutions (as we know them today) **Done and ready for review by team. Is posted here on our Google-Docs page. Awaiting feedback.**

AI:13 Majed 10/2 **Complete**

Go to the ECE conference room and request a key. Power Lab G8, G9 and G10. Speak to Ali. When key is acquired ask Dr. Johnson about getting lab safety rules overview.

AI:14 Chad 10/2 **Not started**

Invite Mike West and or Andy Miles to the team meeting to talk about work they would benefit in our investigating as part of our parameterization and control efforts.

AI:15 Kayden 10/2 **Complete**

Ask JJ to install Microsoft Project on the computer in the ECE conference room

AI:16 Hatem and Majed 9/28 **Complete**

Brainstorm list of upcoming tasks concerning the modeling of the system as well as dependencies of those tasks on others (for MS-Project Gantt chart).

AI:17 Kayden (ask Amanda) 9/28 **Complete. More updates for the minutes.**

Group Picture! Look into getting SEL t-shirts. (Hatem says only students in the picture!)

AI:18 Kayden 9/28 **Complete**

Send Stephanie McDaid login credentials for our Google Docs account

## 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.

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
- Concept development to date Hatem/Kayden
- Plan/schedule for project completion (milestones & dates) Kayden

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:19 All

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

AI:20 Majed and Hatem

Contact JJ about getting access to Microsoft Visio and Project Due 10/9

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

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

10/02/2015

Byte-Back Team Agenda / Minutes