

Meeting Minutes 3

Date: 9/19/11

Start time: 3:45PM Thursday 22

End time: 4:23PM

- Advisor meeting with Dr. Rob Hovsopian (Coordinator)
 - o Will have advisor meeting before each deliverable is due to keep on track
 - o Meetings will take place in same place unless otherwise specified
 - o Must sign up for meeting time each meeting
- Discussed the needs analysis and project scope deliverable due next Thursday (9/29)
 - o 4-5 pages example is on blackboard
 - o Told to focus on this and not think ahead; focus on task at hand
 - o Must finish a.s.a.p. and send to sponsor Todd Hopwood for finalizing
 - o Must also contact all advisors to have them sign off on this and all future deliverables
- After we are done with the needs and scope we were advised to begin the project specifications and to set a schedule
- Were advised to use any and all resources that the sponsor Todd Hopwood provides as soon as possible
- Given department advisors:
 - o Dr. Linda Debrunner
 - o Dr. Michiel Frank
 - o ME advisor?
 - o Dr. Rob Hovsopian
- Questions to ask Todd at conference phone meeting on Thursday (9/29)
 - o Operation parameters of compressors used to asses failures of the system?
 - o Ask Robert Bearnth if using our device what would he like to see and what data he would send back to GE in Huston
 - o Ask about Windrocke. Do we have access to one?
- Additional comments:
 - o Tuesday Eglin Air force Base guest speaker whole team welcome
 - o 6 Sigma Green Belt certification classes will be offered good for resume more info: TBA