

Bi-Weekly Staff Meeting

Date:	9/30/14
Team Number:	25
Team Leader:	Jeremiah McCallister
Webmaster:	Steven Blanchette
Other Teammates:	Abigail McCool, David Delie, Kimberly Martinson, Theodore Meros
Sponsor & Advisors:	Dr. Sungmoon Jung, Dr. Kunihiro Taira
1. Project Title: Taller Wind Turbine for Low Wind Speed Regions	
2. Project Objectives: “Design a new wind turbine that can be used in low wind speed regions to generate electricity”	
3. What was accomplished the last two weeks on individual tasks? (Please include representative data and supporting documents.) -Completed and submitted needs assessment -Literature review and design research on wind turbine technology -Met with team, sponsor, and advisor to discuss progress as well as future work -Preliminary discussion on structural design of wind turbine with all team members -Completed rough draft of product plans/specifications	
4. Summary of problems encountered and actions taken (and by whom): -Difficulty in finding production costs of wind turbine. Dr. Jung recommended that we use information provided by department of energy	
5. Work planned for the next period and the person(s) responsible: -Complete the product plans/specifications. (David is responsible for the completion of the Gantt chart) -Weekly team meetings (including all M.E. and C.E. students) planned for Thursday at 5:00P.M. -Formation of website (Steven is the webmaster) -Prepare midterm presentation -Prepare possible turbine blade designs	
7. Open comments/suggestions:	