

Final Year Project Meeting Minutes and Engineering Journal Semester 2

SOLAR CHINMEY EXPERIMENT

HAOZE XIA _ S3595897

Meeting Minutes

Week 1

Date: 22/07/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">Enrolled in Capstone BProgressing Report	Complete Complete
New Items Discussed	
<ul style="list-style-type: none">Detailed discussion about this projectConfirmed a suitable weekly meeting period	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">Begin to start do the testingPlan to write the completion plan	Week 11 Week 3

Week 2

Date: 29/07/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">Deciding a Testing Day	Complete
New Items Discussed	
<ul style="list-style-type: none">Detailed discussion about this projectLife cycle assessmentCFD ModellingExperimentGroup members introduce	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">Finish completion planTesting	Week 3 Week 11

Week 3

Date: 05/08/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">Completion PlanSmall Presentation	Complete Complete
New Items Discussed	
<ul style="list-style-type: none">Detailed discussion about this projectLife cycle assessmentCFD ModellingExperiment	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">Testing	Week 11

Week 4

Date: 12/08/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">TestingSmall Presentation	Complete Complete
New Items Discussed	
<ul style="list-style-type: none">Life cycle assessmentCFD ModellingExperimentLittle Group PresentationEquipment	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">Continue Testing	Week 11

Week 5

Date: 19/08/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Equipment fixing	Complete Incomplete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Little Presentation• Experiment Equipment issue	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Testing	Week 11

Week 6

Date: 26/08/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Equipment fixing	Complete Incomplete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Contacting Manufacturers	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Testing• Replacing Equipment	Week 11 Week 7

Week 7

Date: 09/09/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Equipment fixing	Complete Incomplete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Little presentation of progressing• Experiment equipment replacing	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Testing• Data analysis	Week 11 Week 13

Week 8

Date: 16/09/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Fixing Experiment equipment	Complete Complete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Methodology	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Testing• Data analysis	Week 11 Week 13

Week 9

Date: 23/09/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Presentation	Complete Complete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Presentation of progressing	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Testing• Data analysis	Week 11 Week 13

Week 10

Date: 30/09/2019

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing	Complete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Presentation of progressing	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Experiment test methodology• Final report• Meeting Minutes• Poster	Week 12 Week 12 Week 12 Week 12

Week 11

Date: 07/10/201

Supervisor: Dr Long.Shi

Attendees: Haoze Xia, Jinxu Jin, Jarrod Lawson, Xingchuang Qu, Wenbo Zhan, Yongbo Yu, Yunfei Zhao

Type of meeting: Face to Face

Previous Action Items	Progress (Complete/Incomplete)
<ul style="list-style-type: none">• Testing• Final Report• Meeting Minutes• Data analysis	Complete Incomplete Incomplete Incomplete
New Items Discussed	
<ul style="list-style-type: none">• Life cycle assessment• CFD Modelling• Experiment• Group discussion of progressing	
New Action Items	Proposed Deadline
<ul style="list-style-type: none">• Poster• Returning the equipment• Final report	Week 12 Week 12 Week 12

Meeting Cancelled.

Week 12

Date: 14/10/2019

Meeting Cancelled.