# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Improve the physical model design | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | | 5.18 | | | | | **Start time:** | | | 19:00 | | | | |
| **Location:** | | | Pengyuan canteen | | | | | **End time:** | | | 21:00 | | | | |
| **Chair:** | | | Xiaoyuanying Kuang | | | | | **Minute taker:** | | | Jun Qi | | | | |
| 1. Meeting Objective(s) | | | | | | | | | | | | | | | |
| Discuss and refine the details of the existing model design | | | | | | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | | | | | | |
| **Present** | | | |  | | |  | | | | | | **Apologies** | | |
| Fred (ZheFu) | | | |  | | |  | | | | | |  | | |
| Lin (Yueheng Wang) | | | |  | | |  | | | | | |  | | |
| Olivia (Jun Qi) | | | |  | | |  | | | | | |  | | |
| Shrillex (Yuqi Lai) | | | |  | | |  | | | | | |  | | |
| Harvey (Yupeng Zhao) | | | |  | | |  | | | | | |  | | |
| Joy (Xiaoyuanying Kuang) | | | | Group leader | | |  | | | | | |  | | |
| 3. Agenda, Decisions, Issues | | | | | | | | | | | | | | | |
| **Topic/ Discussion notes** | | | | | | | | | | | | | | **Discussion led by** | |
| The joints of the two poles do not stretch well. | | | | | | | | | | | | | | Fred | |
| Separate the upper and lower poles to allow for expansion channels | | | | | | | | | | | | | | Fred、Harvey | |
| For different wind direction, the design of the existing small windmill can not meet the wind direction and turn different. | | | | | | | | | | | | | | Fred | |
| Two slanted symmetrical openings are designed on the shell to guide the wind direction. | | | | | | | | | | | | | | Joy | |
| 4. Action Items and Outcomes | | | | | | | | | | | | | | | |
| **Action / Outcomes** | | | | | | | | | | **Responsible** | | | | | **Due Date** |
| The fan housing and telescopic rod details were modeled and improved. | | | | | | | | | | Joy | | | | | 5.23 |
| 5. Next Meeting | | | | | | | | | | | | | | | |
| **Date:** | | 5.23 | | | **Time:** | 19：00 | | | **Location:** | | | Offline | | | |
| Objective(s): | Design the product details | | | | | | | | | | | | | | |