Morning Lab Notes
Discussed basic system, went over responsibilities and what needs to get done in terms of the Statement of Work (SoW) and created a general task list. Also discussed important dates and how the division of labor will work between the two groups.

- Bring everyone up to speed
- Add status report/letter
- Abstract to minutes

No team/subsection leaders

- Responsibilities
  - BOM/Budget Manager -- CALLUM
    - Deals with orders, keeps track
  - Rules of Safety Officer - JACK
  - Website Master
  - Subsection Interface Engineers
  - ICD Coordinator -- NICK
  - System Coordinators -- T: Brendan, Kevin -- R: Gerry
    - Go between groups for communication
  - Notes -- T: Prarthana -- R:

SoW Mandates:
- CDR
- ATP
  - Traceability Matrix
- Users Manual
- QA Audit
- Morton Paper
- Project Poster

GENERAL TASK LIST
- Update/Write Up Model
- Cell Characterization
- Charge/Discharge circuits
  - Individual/Pack/Whole System
- BMS
  - PCB Layout (Current Sensor/Bypass Resistor)
  - Order
  - Testing
- SCADA
  - Communications
    - BMS/Motor Controller
  - Pit station Development
  - Power for LVS

Modification of Schedule ----

Important Dates
- Morton Paper -- Deadline unsure
- CDR --- MARCH 8TH (Friday, 2 weeks before deadline)
  - Would a weekend work better?
  - ATP (High Level)
  - ICD
  - BOM
  - Safety Plan
  - System Requirements Document
  - QA (Low Level) Test Plan
- Hardware Purchase Deadline -- MAY 20TH
- QA Audit/ATR -- MAY 1st
- System Delivery -- MAY 8TH
  - Users Manual
  - Maint. Manual
  - Final Report
  - Detailed System Requirements Doc

Milestones
- Weekly milestones are necessary

Group Separations - To Start, BMS will be a part of both labs

Tuesday
- SCADA
- BMS
- Motor/Motor Controller

Thursday
- Cell Packaging
- Battery Chargers
- Cell Characterization
Testing last 2 weeks?