

## 12/2 Agenda

### Upcoming Dates

#### 1) Presentations

- a) User manuals and Displays
  - i) Tuesday, December 6th @ 1-2pm
  - ii) Zheping, Will A, Anna McKay
- b) Bill of materials - Final Review
  - i) Tuesday, December 6th @ 2-3pm
  - ii) Team Leaders

#### ➤ **Review of Order**

- POs sectioned off for each vendors
  - Make sure all orders being sent out are seen by everyone
  - Look at problems
    - amounts , what is being ordered
  - Interfaces, sizes\
    - Ziqi
      - Sizes dont match
- Analog and 2 axis bubble

## **Lets Assign Due Dates**

### **1) Updated BOM**

- a) Each team needs to update their section
  - i) Mechanical
    - (1) Almost complete
  - ii) Power
  - iii) Arduino
- b) This presentation is Tuesday, so I suggest finalized before class Monday for review

### **2) Safety plan and the review of that plan.**

- a) What has been provided to date needs to be better thought out with particular attention to working around the battery, handling, and wall-charging LifeFePO4 batteries. Additionally, working with live solar panels and working within the assembled system. We now have clearer information to address these issues.
  - i) Hazards of batteries
    - (1) How to operate with them and handle
    - (2) Read good policies
    - (3) Treat everything as it is live
  - ii) Proper shut down
    - (1) Also handling while constructed state

### **3) Statement of Individual Goals**

- a) "States the role, deliverables, and contributions expected of a team member to the project."
- b) Develop a breakdown of tasks for next semester. Focus on what needs to be executed and who is responsible. You should look at scheduling as well. Some efforts will be required to be completed before others.

i) Work on Tuesday together after presentations

**4) Midyear progress report**

a) A summary of what has been done and then general status of the project, noting any items not sufficiently complete to begin assembly and testing early next semester.