

# Kon-Tiki Heat Recovery System: Action Items

| Responsible Party    | Description   | Due Date   | Status      | Comments   |
|----------------------|---|------------|-------------|--|
| Phung                | Evaluate current state of project   | 11/24/2015 | Complete    |  |
| Kent                 | Current budget for \$500 is met   | 12/8/2015  | Complete    |  |
| Kent                 | Total "Nepal Cost" is under \$250   | 12/8/2015  | In progress |  |
| Kent                 | Understand part lead times  | 12/8/2015  | In progress |  |
| Kent                 | Know how to purchase/use forms  | 12/8/2015  | In progress |  |
| Phung                | Make solid plan for MSDII (schedule milestones and end goal)  | 12/8/2015  | Complete    |  |
| Courtney             | Assess remaining risks (critical, mitigation, and contingency plan)   | 12/8/2015  | Complete    |  |
| Kyle                 | Assess engineering requirements (meeting requirements and filtering nonsense)   | 12/8/2015  | Complete    |  |
| Phung                | Review project scope and ensure that we are on track  | 11/24/2015 | Complete    |  |
| Zak                  | Review previous EDGE phases and make sure all documentation is updated  | 12/1/2015  | In progress |  |
| Zak                  | Review guide comments to ensure all issues from other phases have been addressed (and place on EDGE)  | 12/8/2015  | In progress |  |
| Phung                | Check with guide (Are we still on track? What is expected for MSDII? What can we do better/what are we lacking in?)                                 | 12/1/2015  | Complete    |  |
| Kyle                 | Check in with customer --> send Kathleen update for approval  | 11/19/2015 | Complete    | sent 1 email on 11/19. She'll come on 12/8 and sh thinks the design looks good |
| Kyle                 | Check in with Hans --> send him questions from design review & update him on current state & ask for his progress                                   | 11/19/2015 | Complete    | sent 1 email on 11/19  |
| Kyle                 | Check in with Ballz and Paul Taylor   | 12/1/2015  | Complete    |  |
| Kyle                 | Research wheels and Thailand  | 12/1/2015  | In progress |  |
| Zak                  | Determine weight of leaf system   | 11/19/2015 | Complete    |  |
| Kent                 | Determine weight of heat exchanger portion  | 11/19/2015 | Complete    |  |
| Kent and Kyle        | Thermostat stuff needs to be figured out  | 12/1/2015  | Complete    | See action items below   |
| Courtney, Zak, Phung | Correct airflow analysis  | 12/1/2015  | In progress |  |
| Phung                | Gantt Chart for MSD I/II  | 12/8/2015  | Complete    |  |
| Phung                | Determine where we can store our prototype (MSD room, Shop)   | 12/8/2015  | In progress |  |
| Kent                 | Welding specifics (can they weld geometries. Can they cut the geometries. need special jigs? time constraints, structural supports and suggestions) | 12/8/2015  | In progress |  |
| Kyle                 | Meet with stevens to discuss head loss and velocity calculations  | 12/8/2015  | Complete    |  |
| Kyle Kent            | make new dimensions for heat exhcanger coil. update weight and drawing model  | 12/8/2015  | Complete    |  |
| Kyle Kent            | how do we mount heat exchanger coil to support rack   | 12/8/2015  | Complete    |  |
| Kyle Kent            | Look over phung's research  | 12/8/2015  | Complete    |  |
| Kyle Kent            | Decide on a Spec of thermostat  | 12/8/2015  | Complete    |  |
| Kyle Kent            | Decide on a Spec of housing   | 12/8/2015  | Complete    |  |
| Kyle Kent            | Design attachment between thermostat housing and heat exchangers  | 12/8/2015  | Complete    |  |
| Kent                 | make good engineering drawings that include tolerances & dimensions   | 12/8/2015  | Complete    |  |
| Kent                 | add in cost values for new parts that were recently added to both leaf and water subsystem  | 12/8/2015  | Complete    |  |
| Kyle Kent            | address total heat resistance from fire into system.  | 12/8/2015  | Complete    |  |
| Kent                 | Create water system ER test plans   | 12/8/2015  | Complete    |  |
| Kent                 | Create combine system ER test plans   | 12/8/2015  | Complete    |  |
| Courtney, Zak        | Create all leaf system ER test plans  | 12/8/2015  | Complete    |  |
| Kent                 | Modify changed test plans   | 12/8/2015  | Complete    |  |
| Kyle & Kent          | Create water system build instructions  | 12/8/2015  | Complete    |  |
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