

MEETING MINUTES 1

Topic: Meeting 1 – Market Team Meeting

Monday, September 20, 2017 - 05:30pm - 06:30pm

Minutes recorded by Anthony Cheslic

Meeting called by Anthony Cheslic

Attendees: Alana Benson, Craig Collins, Mitchell Green, Michael Vogelsang

Table 1. Record of meeting

<p>05:30pm-05:45pm</p>	<p>Introductions</p> <ol style="list-style-type: none"> 1. Team reviewed Chapter 6, no questions regarding reading. 2. Team reviews David Willy's notes on Technical Design section.
<p>05:45pm-06:25pm</p>	<p>Discussion Topics</p> <ol style="list-style-type: none"> 1. Customer Needs (Develop the technical design of a wind turbine.) <ol style="list-style-type: none"> a. Wind dominate power system b. Must be grid connected c. High Renewable Energy Penetration d. Must operate islanded mode e. Comparable to test turbine f. Complement the business plan 2. Engineering Requirements (Subject to change depending on FCB proposal) <ol style="list-style-type: none"> a. Located within 20 miles of grid tie ins. b. Placed within an area with a minimum wind speed average of 5m/s. c. Must be able to store 50% of daily microgrid demand. d. Turbine must rotate at least three complete rotations. e. Minimum power coefficient of 0.35. 3. Gantt Chart will be initiated by next meeting. 4. Action Items <ol style="list-style-type: none"> a. Anthony <ol style="list-style-type: none"> i. CN and ER Section of Preliminary Report (3) ii. Team Gantt Chart b. Mitchell <ol style="list-style-type: none"> i. Subsystem Level Research Section of Preliminary Report (4.4) ii. QFD Construction c. Michael <ol style="list-style-type: none"> i. Background Section of Preliminary Report (2) ii. Review research provided by David Willy d. Craig <ol style="list-style-type: none"> i. Functional Decomp Research Section of Preliminary Report (4.3) ii. Blade Development e. Alana <ol style="list-style-type: none"> i. System Level Research Section of Preliminary Report (4.2) ii. Review research provided by David Willy

	<ul style="list-style-type: none"> f. Leo <ul style="list-style-type: none"> i. Design Research Section of Preliminary Report (4.1) ii. Blade Development <p>(Make action items accomplishable within one week)</p>
<p>06:25pm-06:35pm (Remaining minutes)</p>	<p>Plan for next meeting</p> <ol style="list-style-type: none"> 1. What do we want out of these meetings? <ol style="list-style-type: none"> a. An update on the progress of tasks assigned during the last meeting. 2. How can we improve the meeting? What information is important to bring to these meetings and what information is redundant or should be shared at a different meeting? <ol style="list-style-type: none"> a. The Gantt chart will improve the efficiency of the team meeting. Issues encountered during completion of tasks is redundant unless it directly impact other portions of the project. 3. Review deliverables/ tasks/ to-do's to be completed by the next meeting. <ol style="list-style-type: none"> a. Tasks assigned during the previous meeting should be discussed.

Appendix A: Preliminary Report Gantt Chart



Appendix B: Complete Gantt Chart

