# **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

05:30pm-05:45pm	Introductions												
	1. Team reviewed Chapter 6, no questions regarding reading.												
	2. Team reviews David Willy's notes on Technical Design section.												
05:45pm-06:25pm	Discussion Topics												
	1. Customer Needs (Develop the technical design of a wind turbine.)												
	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												
	<ol> <li>Complement the business plan</li> <li>Engineering Requirements (Subject to change depending on FCB</li> </ol>												
	proposal)												
	<ul><li>a. Located within 20 miles of grid tie ins.</li><li>b. Placed within an area with a minimum wind speed average of 5m/s</li><li>c. Must be able to store 50% of daily microgrid demand.</li></ul>												
	<ul><li>d. Turbine must rotate at least three complete rotations.</li><li>e. Minimum power coefficient of 0.35.</li></ul>												
	<ol> <li>Gantt Chart will be initiated by next meeting.</li> <li>Action Items</li> </ol>												
	a. Anthony												
	i. CN and ER Section of Preliminary Report (3)												
	ii. Team Gantt Chart												
	b. Mitchell												
	i. Subsystem Level Research Section of Preliminary Report												
	(4.4)												
	ii. QFD Construction												
	c. Michael												
	i. Background Section of Preliminary Report (2)												
	ii. Review research provided by David Willy												
	d. Craig												
	i. Functional Decomp Research Section of Preliminary Report												
	(4.3)												
	ii. Blade Development												
	e. Alana												
	i. System Level Research Section of Preliminary Report												
	ii. Review research provided by David Willy												

#### **Table 1.** Record of meeting

	<ul> <li>f. Leo <ol> <li>Design Research Section of Preliminary Report (4.1)</li> <li>Blade Development</li> </ol> </li> <li>(Make action items accomplishable within one week)</li> </ul>									
06:25pm-06:35pm	Plan for next meeting									
(Remaining minutes)	1. What do we want out of these meetings?									
	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?									
	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.									
	a. Tasks assigned during the previous meeting should be discussed.									

## Appendix A: Preliminary Report Gantt Chart

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GANTT Froject	7			2017	
Name	A Begin date	End date	Resources	Week 38 9/17/17	Week 3 9/24/17
Preliminary Report Rough Draft	9/19/17	9/25/17		9/17/77	
Subsystem Level Research	9/19/17	9/25/17	Mitchell Green		·
Customer Needs and Engineering Requirements	9/19/17	9/25/17	Anthony Cheslic		
Background	9/19/17	9/25/17	Michael Vogelsan		
Functional Decomposition Research	9/19/17	9/25/17	Craig Collins		
System Level Research	9/19/17	9/25/17	Alana Benson		
Design Research	9/19/17	9/25/17	Leo Segura De Niz		

### Appendix B: Complete Gantt Chart

CANTER S				Zoom li	n   Zoom	Out					Today	▼   ← Pa	st   Future	e - Sho	w critical p	ath   B
				2017												
Name	A Begin date	End date	Resources	Week 38 9/17/17	Week 39 9/24/17	Week 40	Week 41 10/9/17	Week 42 10/15/17	Week 43 10/22/17	Week 44 10/29/17	Week 45	Week 46	Week 47	Week 48	Week 49 12/3/17	Week : 12/10/17
😑 🔹 Preliminary Report Rough Draft	9/19/17	9/25/17		<b>\$</b> 71971	7											
Subsystem Level Research	9/19/17	9/25/17	Mitchell Green													
Customer Needs and Engineering Requirements	9/19/17	9/25/17	Anthony Cheslic	_												
<ul> <li>Background</li> </ul>	9/19/17	9/25/17	Michael Vogels													
Functional Decomposition Research	9/19/17	9/25/17	Craig Collins	-												
<ul> <li>System Level Research</li> </ul>	9/19/17	9/25/17	Alana Benson													
Design Research	9/19/17	9/25/17	Leo Segura De													
Preliminary Presentation	9/19/17	10/2/17														
Preliminary Report Final	9/25/17	10/2/17														
Individual Analysis 1	10/2/17	10/16/17														
Peer Evaluation 1	10/10/17	10/10/17														
Final Proposal	10/16/17	11/6/17														
Individual Analysis 2	11/6/17	11/20/17														
Peer Evaluation 2	11/13/17	11/13/17														
<ul> <li>Full Prototype, BOM, CAD Drawings</li> </ul>	11/20/17	12/4/17														
Final Proposal Revision	12/4/17	12/11/17														
Peer Evaluation 3	12/11/17	12/11/17														