MEETING MINUTES

# Topic: Progress Report and Openwind Presentation

## Wednesday, October 9, 2019

## 4:00 pm – 6:30 pm

**Minutes recorded by \_Rachel Watanabe\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **Rachel Watanabe**

**Attendees: Rachel Watanabe and Toren Schurb**

**Please bring:** Laptops/device to access online team docs; information to help fill out the report; bring in finished Openwind files

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 4:00 pm to 4:30 pm | **Meeting with Prof. Willy*** Discussion led by Prof. Willy
* Getting Access to the full version of Openwind
	+ team needs to present (20 mins) about what they learned from the test case
	+ present to Energy Club on Tuesday
	+ presentation will be informal and needs to demonstrate that the team understands how to use the Openwind program
 | Prof. Willy’s office  |
| 4:30 pm to 5:55 pm | **Progress Report*** Discussion led by Rachel Watanabe
* The team worked to their sections of the progress report
* Team discussed changes and how it will affect paper’s structure
* Rachel will meet with Leah in order to make sure sections meet requirements and that the changes to the paper’s structure makes sense and is okay
 | EGR MEP Room |
| 12:15 am to end | **Presentation for the Energy Club*** Discussion led by Rachel Watanabe
* team created a basic outline of the presentation
* team scheduled to meet on Friday in order to work on the presentation
 | EGR MEP Room |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Look into what the comparable wind farms are doing in terms of wildlife | Jayne | Original:9/25/19Extended:10/20/19 |  |
| Work on Progress Report (Presentation 1 info) | Everyone | Original:9/27/19Extended:10/16/19 |  |
| Work on Progress Report (Second half of the report) | Everyone | Original:10/11/19Extended:10/16/19 |  |
| Work on Presentation 2 | Everyone | Original:10/4/19Extended:10/7/19 | 10/7/19 |
| Practice for Presentation 2 | Everyone | 10/7/19 | 10/6/19 |
| Concept Generations for micro siting  | Everyone | 10/2/19 | 10/2/19 |
| Create Openwind Presentation for Energy Club | Everyone | 10/14/19 |  |

**Next formal meeting: 10/11/19, MEP Room, at 10:00 am.**