MEETING MINUTES

# Topic: Openwind (Site Selection)

## Wednesday, November 20, 2019

## 5:30 pm– 7:30 pm

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

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

**Attendees: Rachel Watanabe, Toren Schurb, and Jayne Sandoval**

**Please bring:** Laptops/device to access online team docs; Openwind with anything needed to set up runs within Openwind

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 5:30 pm to end | **Openwind**   * Discussion led by Rachel Watanabe * Rachel: did setup for Kit Carson within Openwind * Jayne: did setup for Prowers within Openwind * Toren: redid setup for Yuma within Openwind | EGR Internet Cafe |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Gather data in Openwind for top 3 sites | Everyone | Orignal:  10/30/19  Extended:  11/20/19 | 11/15/19 |
| Select a final site | Everyone | Orignal:  10/30/19  Extended:  11/27/19 |  |
| Final Report | Everyone | 11/15/19 | 11/15/19 |
| BOM | Jayne | 11/22/19 |  |
| Report for BOM and “CAD” | Everyone | 11/22/19 |  |

**Next formal meeting: 11/22/19, EGR Internet Cafe, at 9:30 am.**