MEETING MINUTES

# Topic: Presentation 2 & Progress Report

## Wednesday, September 25, 2019

## 5:30 pm – 8:00 pm

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

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

**Attendees: Rachel Watanabe, Toren Schurb and Jayne Sandoval (Build Team was in the room but doing their own thing until Professor Willy came in)**

**Please bring:** Laptops/device to access online team docs; information to help fill out the presentation slides

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 5:30 pm to 7:00 pm | **Presentation 2 and Progress Report**   * Discussion led by Rachel Watanabe * Discussed timeline of completion of Presentation 2 and Progress Report * Looked into IEC wind class rating * Completed a spec. sheet for the top three companies that worked on large wind farms (9-10 turbines each) | EGR Room 102 |
| 7:00 pm to end | Discussion with Professor Willy  * Discussion led by Teams (Site and Build) * Build: Asked questions of their project * Site:   + presented presentation 1 to Professor Willy   + talked about next steps   + the full version of Open Wind will come in sometime next week   + pick up Open Wind Practice Case on Friday | EGR Room 102 |

**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Work on Presentation 1 slides | Everyone | Original:  9/13/19  Extended:  9/15/19 | 9/15/19 |
| Read over CWC 2019 top three site papers | Everyone | Original:  9/13/19  Extended:  9/15/19 | 9/15/19 |
| Practice Slides for in-class presentation | Everyone | 9/16/19 | 9/16/19 |
| Meet with Dr. Oman to discuss concept generation and self-learning | Everyone | 9/16/19 | 9/16/19 |
| Pick up Open Wind Test Case from Professor Willy | Everyone | 9/20/19 |  |
| Print out Maps of Colorado | Torren | 9/25/19 |  |
| Look into comparable Wind Farms in Colorado (2014 to now) | Rachel | 9/25/19 |  |
| Look into what the comparable wind farms are doing in terms of wildlife | Jayne | 9/25/19 |  |
| Work on Progress Report (Presentation 1 info) | Everyone | 9/27/19 |  |

**Next formal meeting: 9/25/19, EGR Room 102, at 5:30 pm.**