MEETING MINUTES

# Topic: Weekly Meeting with Willy #1

## Friday, January 24, 2020

## 11:00 am– 11:30 am

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

**Meeting called by** **Professor Willy**

**Attendees: Professor Willy, Dr. Trevas, Rachel Watanabe, Toren Schurb, and Jayne Sandoval**

**Please bring:** Laptops/device to access online team docs;

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 11:00 am to end | **Weekly Meeting**   * Discussion led by Professor Willy * Professor Willy:   + sent the team a pdfs     - turbine design cost (<https://www.nrel.gov/docs/fy07osti/40566.pdf>)     - Conditional Use Permit submitted by Chev Butte Wind Farm (see 1/24/20 email or Team Google Drive for pdf)     - CWC 2020 Rulebook (see 1/24/20 email or Team Google Drive for pdf)   + wants team to build their own COE file using the above pdf   + assigned Toren and Jayne to make a comparative outline based on the Chev Butte Wind Farm CUP and CWC Rulebook     - this will be used for Capstone and Competition paper * Rachel:   + Gave an update on where the team is (secured a location to run data)   + looking into calculating COE   + Going to build an Excel file based on the above for the turbine design cost   + Will be in-charge of * Jayne:   + Will work with Toren to create an outline on Teams   + Will be in-charge of submitting team’s time cards weekly * Toren:   + Will work with Jayne to create an outline on Teams   + Will be in-charge of sending team-related emails   + Will do self-learning on substations and transformers * Dr. Trevas   + approved for Hardware Review to be our latest and greatest Openwind data with images | Professor Willy’s Office |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Run Openwind on Prowers to get more date to present for Hardware review (~5 runs of data) | Everyone | 2/3/20 |  |
| self-learning: decide what everyone is going to be doing | Everyone | 1/24/20 | 1/24/20 |
| Find a weekly meeting time | Everyone | 1/22/20 | 1/22/20 |
| Find a weekly meeting time with Willy | Everyone | 1/22/20 | 1/19/20 |
| Send email to Dr. Trevas once-weekly meetings with Willy is finalized | Toren | 1/22/20 | 1/22/20 |
| Email John about what he has done thus far and if he wants to work with us | Toren | 1/24/20 |  |
| Complete outline done requested by Willy | Toren & Jayne | 1/30/20 |  |
| Complete building COE excel as much as possible | Rachel | 2/7/20 |  |
| Compile a list of unknows for COE to present to Willy | Rachel | 2/7/20 |  |
| Email Willy a list of bullet points for CWC All Team Call | Toren | 1/26/20 |  |

**Next formal meeting: 1/27/20, room 245, EGR Building, at 10:30 am.**