MEETING MINUTES

# Topic: Discussion and Testing

## Monday, January 27, 2020

## 10:30 am– 12:30 am

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

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

**Attendees: Rachel Watanabe, Toren Schurb (Late to meeting by 30 min), and Jayne Sandoval**

**Please bring:** Laptops/device to access online team docs; bring any updates/questions to be discussed; be prepared to run Openwind

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 10:30 am to end | **Weekly Meeting*** Discussion led by Rachel Watanabe
* 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 Meeting Minutes
	+ worked on finding the right info needed for inputting turbines into Openwind
* 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
 | EGR, RM 264 |

**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 | 1/27/20 |
| 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 unknowns 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 | 1/28/20 |

**Next formal meeting: 1/29/20, Internet Cafe, EGR Building, at 10:45 am.**