MEETING MINUTES

# Topic: Hardwear Review Presentation

## Friday, February 7, 2020

## 11:00 am– 11:45 am

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

**Meeting called by** **Professor Trevas**

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

**Please bring:** Laptops/device to access online team docs; be prepared to present; have hardware review presentation done and available to access

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 11:00 am to end | **Hardwear Review Presentation**   * Discussion led by Rachel Watanabe * Rachel:   + covered most of the beginning content of the presentation     - site location     - turbine selection     - background information * Toren:   + talked about the upcoming steps that the team will be taking     - contacting people/companies/counties     - possible changes that will need to be made to location and/or turbine based on responses     - completing more runs within Openwind * Jayne   + talked about how the best current run was selected and how it was selected     - what factors were looked at     - decision matrix | Professor Trevas’  Office |

**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Run Openwind on Prowers to get more date to present for Hardware review (~6 runs of data) | Everyone | 2/3/20 | 2/3/20 |
| Complete outline done requested by Willy (of CUP) | Toren & Jayne | 1/30/20 | 1/30/20 |
| Complete building COE excel as much as possible | Rachel | Original:  2/7/20  Extended:  2/29/20 |  |
| Compile a list of unknowns for COE to present to Willy | Rachel | Original:  2/7/20  Extended:  2/29/20 |  |
| Email Willy a list of bullet points for CWC All Team Call | Toren | 2/26/20 | 1/28/20 |
| Contact Vesta in CO about the V117 turbine and hypothetical logistics | Toren | 2/6/20 | 1/31/20 |
| Contact Tom about setting up a meeting for info on wildlife | Toren | 2/6/20 | 2/5/20 |
| Contact Prowers County about zoning/permits | Toren | 2/6/20 | 2/6/20 |
| Make an outline for Final Report using the CUP outline and CWC Rulebook | Toren and Jayne | 2/6/20 | 2/7/20 |
| Make Hardware Review Presentation/Outline | Everyone | 2/3/20 | 2/6/20 |
| Send Willy Hardware Review Presentation/Outline | Toren | 2/3/20 | 2/7/20 |
| Write up bullet points on what was completed for the week of 2/3/20 for Willy | Rachel | 2/7/20 | 2/7/20 |
| Send Willy 2/3/20 weeks updates | Toren | 2/7/20 | 2/7/20 |
| Send Trevas Meeting Minutes for 1/31/20 | Toren | 1/31/20 | 1/31/20 |

**Next formal meeting: 2/10/20, MEP Room, EGR Building, at 10:30 am.**