MEETING MINUTES

# Topic: Website Check & Openwind

## Monday, February 17, 2020

## 10:30 am– 12:30 am

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

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

**Attendees: Rachel Watanabe and Toren Schurb**

**Please bring:** Laptops/device to access online team docs; be prepared to discuss what is upcoming assignments that are due and priorities for this week

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 10:30 am to 11:20 am | **Website & this week priorities**   * Discussion led by Rachel Watanabe * Rachel:   + pointed out areas that need to be addressed     - Home       * the “collegiate wind competition turbine team”         + the paragraph needs to either be changed to be specifically for the turbine team if this is kept as is         + if this is changed to be without the turbine team in it   either change paragraph so it is not a copy and paste of the project info tab  or just have it centered on top the two team photos that are right next to each other   * + - * site team picture         + add   either as suggested above  or have a section after the turbine team’s individual bios  “collegiate wind competition site team” title  add a site team focused description and team photo   * + - * site team personal bios         + each team member should write their own and send it to Toren before Tuesday the 18th     - Project Information       * fine as is     - Documents       * Change the description paragraph for the page so it is not a copy and paste of the Project Information page       * add reports and memo updates from last semester and this semester       * add sub-section headers         + reports, memos and meeting minutes (in this order?)         + consider maybe adding presentations for next website check       * Re-upload the new fixed version on the meeting minutes for meeting 36     - Gallery       * This is fine for now   + Plans to for sure run data on Thursday (8 runs at less)     - 2 micro-siting layouts       * 2 types of turbines         + 2 hub heights (80m and 100m)     - even team member is expected to do the same before Thursday night   + Plan for a possible meeting to run turbine layouts on Wednesday if Toren finishes site layout   + Plan to discuss and pick a turbine and site location before Friday meeting with Willy * Toren:   + Took notes on website comments made by Rachel   + This week will work on     - finishing setting up site layout     - getting final answers from Vestas and SG to finishes turbine selection     - updating website for check this week     - run data for decision making to be completed before meeting with Willy on Friday   + Contacted Jayne to find out where she was since she never showed up to the meeting     - Jayne responded back saying she is currently at a conference and won’t be back until late Wednesday afternoon (after the team’s optional meeting time)       * was told about bio needs to be sent before Tuesday to Toren and the Openwind runs that everyone needs to complete before Thursday night | MEP Room |
| 11:20 am to end | **Website & this week priorities**   * Discussion led by Rachel Watanabe * Rachel:   + worked on personal bio for website   + worked on meeting minutes for today to go up on the website when Toren works on it 2/18/20 * Toren:   + went to the internet cafe to work on finishing the site layout within Openwind so the team could start running data on Wednesday | MEP & Internet Cafe |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Complete building COE excel as much as possible | Rachel | 2/29/20 |  |
| Compile a list of unknowns for COE to present to Willy | Rachel | 2/29/20 |  |
| Write the TP section of the ER and TP revision Memo | Originally:  Jayne  Ended up:  Rachel and Toren | 2/13/20 | 2/14/20 |
| Write the ER section of the ER and TP revision Memo | Originally:  Toren  Ended up:  Toren and Jayne | 2/13/20 | 2/14/20 |
| Edit, write introduction paragraph and submit the ER and TP revision Memo | Originally:  Everyone  Ended up:  Rachel & Toren | 2/14/20 | 2/14/20 |
| Check to make sure that there are transmission lines close to the current wind farm location | Toren | 2/13/20 | 2/12/20 |
| Reconnect all companies and individuals again | Toren | 2/17/20 |  |
| look into wind rebates and environmental regulation for Prowers | Everyone | 2/14/20 |  |
| Insert new met mast data and rasterized | Toren | 2/14/20  or asap |  |
| Complete runs within Openwind for 2 types of turbines each type having a 100 and 80 m hub height (at less 4 runs total) [EC and annual levelized COE] (>=8 runs each) | Everyone | 2/20/20  @ 4pm |  |
| Contact Karin Wadsack to set up a meeting | Jayne | 2/15/20 |  |
| Select a final site location and turbine | Everyone | 2/15/20 @10pm |  |

**Next formal meeting: 2/19/20, Internet Cafe, EGR Building, at 10:45 am.**