MEETING MINUTES

# Topic: Technical Analysis & Draft Poster

## Monday, March 9, 2020

## 10:30 am– 11:30 am

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

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

**Attendees: Rachel Watanabe and Toren Schurb (late by 10 minutes)**

**Please bring:** Laptops/device to access online team docs; be prepared to update the team on any new info; Be prepared to work on the draft poster and technical analysis

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 10:30 am to 10:45 am | **Technical Analysis*** Discussion led by Rachel Watanabe
* Rachel waited for Toren to arrive
* Rachel and Toren discussed completing technical analysis on the financial calculations that Willy wants the team to complete this week
 | MEP Room |
| 10:45 to end | **Draft Poster*** Discussion led by Rachel Watanabe
* Rachel worked on writing up the permit section of the draft poster
	+ took note of what maps/images may need to go on to the poster
* Toren spent most of his time outside of the meeting and working on his timecard for last week
	+ the only contribution to the actual draft poster was changing the sub-section titles
 | MEP Room |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Select a final site location and turbine | Everyone | Original:2/15/20 @10pmExtended:3/8/20 |  |
| Make a Google Doc with questions/concerns for Tri-state, Prowers County, Tom, Vestas based off of this meeting with Karin  | Everyone | 2/24/20before meeting | 2/24/20:Rachel (before the meeting)Jayne (at the meeting) |
| Contact Tri-State, Vestas, Tom and Powers County at the meeting with pre-planned questions/concerns(Toren as our outreach person will continue to try and make contact) | Everyone | 2/24/20ASAP | reached out but no response |
| Look into the nocturnal jet and try to see if it’s the reason for the lower hub height capturing more energy | Jayne | 3/6/20 | 3/6/20 |
| Read in-depth on Prowers Permitting/Zoning paperwork and regulations. Plus write up notes and their document references into the final report outline. | Rachel | 3/6/20 | 3/5/20 |
| Review federal Wildlife regulations again and write up notes (with reference notation) into the final report outline | Jayne | 3/6/20 |  |
| Catch up on meeting minutes. Make adjustments to meeting minutes to make easier to read/understand with a better breakdown and proper changes to due dates.  | Rachel | 3/5/20 | 3/5/20 |
| Complete assigned sections of the HR 2 Breakdown | Everyone | 3/6/20 | 3/6/20 |
| Operational expense | Rachel | 3/13/20 |  |
| Captial expense | Toren | 3/13/20 |  |
| bankability and risk | Jayne | 3/13/20 |  |
| Look into the seasonal breakdown of reach met mast | Jayne | 3/20/20 |  |
| Complete assigned sections of the poster draft  | Everyone | 3/13/20 |  |

**Next formal meeting: 3/11/20, MEP, EGR Building, at 10:45 am.**