MEETING MINUTES

# Topic: Technical Analysis & Draft Poster

## Wednesday, March 11, 2020

## 10:45 am– 11:30 am

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

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

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

**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.**

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| --- | --- | --- |
| 10:45 am to 11:00 am | **Draft Poster**   * Discussion led by Rachel Watanabe * Talked about turbine specs that the team was going to put down on the draft poster   + Team need to be on the same page so all sections talked about the same information * Toren kept getting off track about turbine hub height   + said that we are unable to get data in Openwind for the hub height of 69 m because the program can’t interpolate from a met mast height of 100 m     - Rachel suggested since Willy mentioned we could make assumptions that set the turbine type to 70 m and see if the team is able to collect data for that hub height       * if it works: get approval from Willy * Everyone discussed who was assigned to what sections of the poster | MEP  Room |
| 11:00 to end | **Technical Analysis**   * Discussion led by Rachel Watanabe * Everyone talked about what they plan to do for their individual technical analysis to make sure there was any overlap * Toren and Rachel said they were going to do it on their assigned cost analysis * Jayne talked about looking into the seasonal met mast data * Rachel reminded Jayne that she would still need to complete research for her cost information since Willy wanted an update for it by the end of the week * The team agreed to finish and send the week bullet point update for Willy by Saturday | MEP  Room |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Select a final site location and turbine  Team is in contact with a person from industry and he is trying to connect us with a person from Vestas and SG; thus, final decisions have been pushed back until after meetings | Everyone | Original:  2/15/20 @10pm  Extended:  3/8/20 | This task is going to change |
| 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 |  |
| Capital 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 |  |
| Bullet Point update for Willy | Everyone | 3/14/20 |  |

**Next formal meeting: 3/23/20, Microsoft Teams, at 10:30 am.**