MEETING MINUTES

# Topic: Weekly Meeting with Professor Willy

## Friday, April 3, 2020

## 11:00 am– 11:30 am

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

**Meeting called by** **Professor Willy**

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

**Please bring:** Laptops/device to access online team docs; be prepared to update the team on any new info; Be on time for voice chat

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 11:00 am to end | **Updates**   * Discussion led by Professor Willy * Poster   + Talked about some changes that will need to be made   + Willy wants an updated poster by Wednesday   + during the next weekly meeting, Willy wants the team to run a practice presentation and for it to be recorded on Zoom * CUP/Final Report Draft   + Willy is requesting for the team to send him a draft of the final report for Friday’s meeting     - whatever the team has at that point in time so he can see where the team is at and give feedback   + Shooting to complete the final report by week 14 * Final Poster Presentation   + Willy wants to shoot for recording the final poster Presentation on 4/17/20 weekly meeting * Willy wants the team to make sure that using the poster for the long presentation video is okay by him   + this is replacement of making a new PowerPoint | Zoom |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Select a final site location and turbine  The 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  Meeting with Vestas Rep. set for 3/25 | Everyone | Original:  2/15/20 @10pm  Extended:  3/8/20  New date:  3/30/20 | This task is going to change  3/30/20 |
| Review federal Wildlife regulations again and write up notes (with reference notation) into the final report outline | Jayne | Original:  3/6/20  Extended:  3/30/20 | 3/31/20 |
| bankability and risk | Jayne | Original:  3/13/20  Extended:  4/1/20 | Risk:  4/1/20 |
| Meeting Minutes | Rachel | 3/30/20 | 3/30/20 |
| Update Website | Toren | 4/10/20 |  |
| Complete assigned parts for the Final Product Report | Everyone | 3/27/20 | 3/27/20 |
| Finish the next draft of the poster | Everyone | 3/30/20 | 3/30/20 |
| Send Willy O&M spreadsheet | Rachel | 3/27/20 | 3/27/20 |
| Send Willy and Vestas Rep. updated draft poster | Toren | 3/31/20 | 4/1/20 |
| Make a new layout with V120 at 92 m hub height to be in the 98-99% array efficiency range | Rachel | 3/30/20 | 3/30/20 |
| Update Poster and send to Willy | Everyone | 4/8/20 |  |
| CUP draft | Everyone | 4/10/20 |  |
| Finalize and support cost per kWh | Toren | 4/8/20 |  |
| Complete assigned parts for the Implementation Memo | Everyone | 4/3/20 | 4/3/20 |

**Next formal meeting: 4/6/20, Microsoft Teams, at 10:30 am.**