MEETING MINUTES

# Topic: Weekly Meeting with Professor Willy & Recording Videos

## Friday, April 17, 2020

## 10:30 am– 8:00 pm

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

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

**Attendees: Rachel Watanabe, Toren Schurb (left in the middle of the meeting: ~1hour), Jayne Sandoval (left in the middle of the meeting: ~1.5 hours), and Professor Willy (only from 11 to 11:30 am)**

**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; be prepared to record videos; be prepared to practice before meeting with Willy

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 10:30 am to 11:00 am | **Concerns to talk about with Willy**   * Discussion led by Rachel Watanabe * Jayne’s Bankability still not done   + discussed Jayne’s concerns * other concerns   + Toren’s: his calcs nowhere near SAM’s     - thinks is cause he underestimated substations and cabling       * questions for Willy since rest of the team is unsure with is industry standard   + Rachel’s: Vestas’s quote is under the other 2 estimations     - questioned members if the rep. was only giving an estimation for the turbines or if he was giving for the whole farm       * Rachel wasn’t at meeting with the rep and the notes provided seem to indicate only the turbines were part of the quote         + Jayne and Toren were unsure cause they didn’t specifically ask | Microsoft Teams |
| 11:00 am to 11:30 am | **Meeting with Willy**   * Discussion led by Professor Willy * Jayne’s update on Bankability   + asked Professor Willy more questions and to see if her numbers would match up to industry standards     - Professor Willy doesn’t know and said to just use the 2018 Market Report as a base * Final paper   + The site team has made good progress according to Willy and is doing better than the turbine team   + Willy wants the paper to be finalized and sent to him for review by next week Wednesday     - will give the team feedback at next week’s team meeting * long presentation   + Willy briefly looked over the team’s slides   + wanted the team to send him their recording by the end of the weekend | Zoom |
| 11:30 am to 11:30 am | **Jayne’s Bankability**   * Discussion led by Rachel Watanabe * SAM   + Rachel and Toren worked with Jayne to fix her bankability since the team needed the number to be completed already and videos are due and still need to be recorded     - ran multiple simulations in SAM       * made multiple changes to different inputs         + recorded outcomes in a spreadsheet       * debated over which was the best outcome         + wanted short flip year with a debt to equity ratio under 1 and small PPA * Note: in the middle of this part of the meeting Jayne and Toren left for an hour   + Jayne and Toren left around 12:30 to 1:30 pm   + Rachel worked on making formating changes to the final report and adding comments to the long presentation slides | Microsoft Teams |
| 11:00 am to 11:30 am | **Recording Long Presentation**   * Discussion led by Rachel Watanabe * changes needed to be made to the long presentation based on the selected SAM iteration   + the team also made changes/notes of changes to the paper, elevator pitch and poster * The team did several runs through the long presentation doing a video screen capture recording | Microsoft Teams |
| 7:00 pm to 7:30 pm | **Re-Recording Elevator Pitch**   * Discussion led by Rachel Watanabe * Toren recorded the elevator pitch with the updated info   + took several attempts * Rachel: gave feedback on some runs * Jayne left | Microsoft Teams |
| 7:30 pm to end | **Uploading & Discussing Next Week**   * Discussion led by Rachel Watanabe * Jayne came back and helped with submitting to UGrads * Toren helped with submitting to bblearn also emailed Willy long presentation * Rachel discussed with expectations for the following week were | Microsoft Teams |

**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| bankability and risk  Bankability still needs to get done  Bankability still needs to get done | Jayne  Jayne  Jayne | Original:  3/13/20  Extended:  4/1/20  Extended:  4/12/20  Extended:  4/16/20 | Risk:  4/1/20  LATE:  during meeting 4/17/20 |
| CUP draft | Everyone | 4/10/20 | 4/10/20 |
| Fully completed final report draft  this is being pushed back since format changes and Jayne’s Bankability (completed late) affects multiple sections | Everyone  Everyone | 4/16/20  4/22/20 |  |
| Make a formal PowerPoint Presentation  Jayne’s Bankability wasn’t completed on time which delayed completion and affected multiple slides/sections | Everyone  Everyone | 4/14/20  4/17/20 | 4/17/20 |
| Add a professional picture to Zoom | Everyone | 4/17/20 | 4/17/20 |
| elevator pitch speech doc | Toren | by end of day: 4/13/20 | LATE:  4/14/20 |
| Edit/comment on elevator pitch speech doc | Rachel & Jayne | 4/14/20 | 4/14/20 |
| make any necessary changes based on feedback to the pitch doc | Toren | before meeting: 4/15/20 | Late:  during meeting 4/15/20 |
| elevator pitch presentation (ppt) | Everyone | before meeting: 4/15/20 | Rachel: 4/14/20 Jayne: before meeting (4/15/20)  LATE:  Toren: during meeting 4/15/20 |
| long presentation record | Everyone | 4/17/20 | 4/17/20 |
| record elevator pitch and share with team | Toren | 7/15/20 | LATE:  7/16/20 |
| re-record elevator pitch | Everyone | 4/17/20 | 4/17/20 |
| Email Willy long presentation video | Toren | 4/19/20 | 4/17/20 |
| Email Willy final report | Toren | 4/21/20 |  |

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