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.**

|  |  |  |
| --- | --- | --- |
| 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| bankability and riskBankability still needs to get doneBankability still needs to get done | JayneJayneJayne | Original:3/13/20Extended:4/1/20Extended:4/12/20Extended:4/16/20 | Risk:4/1/20LATE:during meeting 4/17/20 |
| CUP draft | Everyone | 4/10/20 | 4/10/20 |
| Fully completed final report draftthis is being pushed back since format changes and Jayne’s Bankability (completed late) affects multiple sections | EveryoneEveryone | 4/16/204/22/20 |  |
| Make a formal PowerPoint Presentation Jayne’s Bankability wasn’t completed on time which delayed completion and affected multiple slides/sections | EveryoneEveryone | 4/14/204/17/20 | 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.**