Client Meeting

Type of meeting:	Meeting with Client
Note taker:	Nur

Attendees: Whole team, Cole, Patrick

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment Presenter: Kat

Discussion:

This week, the safety moment was about how to become an ally.

- Learn to listen to others
- Educate yourself about other people because everyone is unique and different (cultures, way of life)
- Stand up for others if you see someone getting bullied or harassed by colleagues/strangers
- Reach out to others
- Don't assume about other people (genders, sexual orientation, religions, etc)
- Empathize with others even if you don't relate with what other people are going through
- Encourage other people

Agenda item: Questions Presenter: Patrick

Discussion:

4/6 Questions

- Patrick and Cole consulted with people that have more experience in substation grounding.
 According to them, we need to get the Em value lower than the tolerable Etouch value. To do this, we should add more ground rods.
- \circ To calculate the n_a term, we use the equation given in the IEEE document, not the one we found. We use the equation $n_a=2L_C/L_P$. L_C is the total length of horizontal and vertical ground rods.

4/11 Questions

To verify the correctness of our solar plant design, Patrick and Cole went through all the
calculations that we did. To verify the correctness of our substation drawings, Patrick and
Cole compared our drawings to a printed set of drawings that they have that are similar to
ours. To verify our grounding calculations, they have a key that they use.

 Patrick and Cole said that they don't test the reliability of their designs because as an architectural engineering firm, it's not their role to do that, it's the utility companies that do it.

Conclusions:

• The team needs to fix the substation grounding calculations

Agenda item: Future Plans Presenter: Cole, Patrick, Kat

Discussion:

- This Saturday, we will finalize the substation grounding calculations and written report.
- We will also send Cole a formal email to ask if we can use B&V's logo on our poster.
- We will also work on the poster and first draft of the final project report.
- We need to let Patrick and Cole know when exactly we will present our project to the panel so that they can make arrangements to come if they can/want to.

Action items		Person responsible	Deadline
1	Grounding calc and report	Team	4/18
1	Send Cole email about logo	Team	4/18
1	First draft of poster	Team	4/18
✓	Client presentation	Team	4/25

Action Item List						
ltem	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Grounding calc and report		3/28/2019	4/18/2019			
Email about logo	The team will be using B&V's logo on their poster	3/28/2019	4/18/2019			
First draft of poster		4/11/2019	4/18/2019			
Client presentation		3/28/2019	4/25/2019			

Other Information

Resources:

Communication Grounding Grid Design Requirements, IEEE 80 **Special notes:** None