

Client Meeting

4/18/2019
Gilman Hall

Type of meeting:	Meeting with Client
Note taker:	YJ

Attendees: Whole team, Cole, Patrick

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment **Presenter:** Tam

Discussion:

This week, the safety moment was about how to stop bullying.

- Report it to the employer
- If your employer does not have bullying and harassment policies and procedures or has not taken reasonable steps to address the incident, contact the Prevention Information Line at 604.276.3100 (1.888.621.7233 toll free) and speak with a prevention officer.

Agenda item: Substation Grounding **Presenter:** The Team

Discussion:

- Nur and Tam organized the report for substation grounding calculations.
 - Documentations and explanations on equations and parameters used.
- Regarding the substation grounding drawing diagram, the boxes that were used to represent the fences were a little confusing.
 - Hence, legends should be created for others to understand the design
 - Exothermic welding should also be added to the design to identify the connectors that will be used between the conductors

Conclusions:

- Substation grounding calculations are updated, no changes needed so far.
- Substation grounding design has to be updated with legends and exothermic welding.

Action items	Person responsible	Deadline
✓ Substation grounding design (Adding Legends)	Team	4/25

✓ Substation grounding design (Exothermic Welding) Team 4/25

Agenda item: Poster **Presenter:** The Team

Discussion:

- Suggestions are given by Cole on poster contents:
 - Problem Statement:
 - Problem: A grid that shifting towards renewables energy to reduce the dependencies on fossil fuels.
 - Design Approach:
 - Simplify the words, generalize steps 1-3 to just 1 step as well as includes:
 - Create substation design schematics based on project scope document
 - Perform grounding calculations based on IEEE document
 - Also explain about array parameter tool because most people might not understand what that is.
 - Change the title of “Drawing List Diagram” to “Protection & Controls Drawing Hierarchy”
 - Switch the position of the drawing to have every other drawing designs (including the solar power plant design) to be branched from key protection diagram.
 - Functional & Non-functional Requirements
 - Functional: Substation ground grid, protection and controls schematics, solar farm parameters, project scope document
 - Non-functional: Man hour budget

Action items **Person responsible** **Deadline**

✓ Update and finalize poster design (not required by client) Team 4/22

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Grounding calc and report		3/28/2019	4/18/2019	4/18/2019	4/18/2019	
Email about logo	The team will be using B&V's logo on their poster	3/28/2019	4/18/2019	4/18/2019	4/18/2019	Not Needed
First draft of poster		4/11/2019	4/18/2019	4/18/2019	4/18/2019	
Client presentation		3/28/2019	4/25/2019			
Substation grounding design	Adding Legends and Exothermic Welding	4/18/2019	4/25/2019	4/23/2019	4/25/2019	
Finalize poster design	(Not required by client)	4/18/2019	4/22/2019	4/22/2019	4/22/2019	Submitted on Canvas

Other Information

Resources:

Communication Grounding Grid Design Requirements, IEEE 80
Poster: <http://sdmay19-26.sd.ece.iastate.edu/docs/Poster.pdf>

Special notes: None