

Client Meeting

4/25/2019
Library 306C

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 elevator safety.

Do:

- Hold handrail, stay away from the doors
- If elevator stops, stay calm and use alarm button
- Stay stuck in the elevator until help arrives

Don't:

- Use elevator in event of a fire
- Get on if overcrowded
- Engage in horseplay
- Rest on the doors or push someone against the doors

Agenda item: Presentation Feedback **Presenter:** The team

Discussion:

- We should remember not to go fast and slow down when presenting
- Slide 2: We should do a safety moment at the beginning of the IRP presentation. We should mention that we do a safety moment every week, it's a very important part of B&V's culture
- Slide 4: For solution, put "design a solar power plant that feeds 60 MW into a 115kV/34.5kV substation
- Put slide 5 between 13 and 14
- Slides 7 and 8 should be swapped
- Slide 9: Go over more of what they entail, get rid of protection and control schematics and substation grounding, add IEEE & NEC instead
- Slide 10: Get rid of IEEE & NEC, put location (no need to specify the name)
- Slide 11: Expand more on mitigation, rank high or low risk. Rate risks, how large of a risk to the project, how we plan to protect from faults, how much delayed would the project be if something were to happen
- Slide 13: 4. Create controls & protection instead of just schematics
- Slide 15: Mention only 2
- Slide 17: For substation equipment, include rigid bus, steel, concrete foundation, conductors
- For testing, add a bunch of checks to ensure quality

- Combine slides 29 and 30
- Slide 36: Don't say 80% of project is AutoCAD. Talk about client and advisor feedback for both solar power plant and substation
- Slide 37: successful because we learned a lot
- Slide 39: importance instead of important
- Show schematics before substation grounding. AC, DC, key prot, fedder drawing, one of each kind of drawing
- Focus less on talking about location, more on drawings

Conclusions:

- We need to modify presentation based on client's feedback

Action items	Person responsible	Deadline
✓ Modify presentation	Team	5/1

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Finalize presentation slides		4/25/2019	5/1/2019	5/1/2019	5/1/2019	

Other Information

Resources:

Final presentation slides

Special notes: None