

Team Meeting

2/21/2019
Library 306 C

Type of meeting:	Meeting with Client
Note taker:	Nur

Attendees: Whole team

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: Chufu

Discussion:

This week, the safety moment was about staying healthy during finals week.

- Eating healthy snacks like carrots, hummus, or apples when studying will help fuel the brain.
- It is important to make time to exercise as it will increase your concentration and give you a boost of energy.
- Staying hydrated is important because dehydration can lead to fatigue and headaches, making you unmotivated and distracted.
- Taking a break to eat a real meal when studying is important.
- It is also important to get a good night sleep in order for your brain to retain the information you have been studying.

Agenda item: Drawings Updates

Presenter: The team

Discussion:

- **Comm RTU:** YJ started off the discussion by asking about the Comm RTU drawing. He asked if we should change the name of SEL 2515 to something else since ABS 10 and 13 are not in the communication section of the project scope document. Cole said we should leave it as SEL 2515. He also said if there are any discrepancies between the drawings and the project scope document, always try to match the connections in the Comm RTU with what's on the project scope document.
- **W01:** Kat asked about the RTU PANEL in the W01 drawing: what it is and if we're using it. Cole said we don't need it and that we should remove it. He also said to edit the texts on the panels. RTU stands for Remote Terminal Unit, and it is essentially used to process analog and digital information to SCADA to control devices, like circuit breakers, switches, etc.
- **Main AC:** Kat asked about the cable sizes in the main AC connection drawing and how to check if the sizes are correct since we don't know the values of the currents going through the cables. Cole said not to worry about it.

Other Information

Resources:

Communication RTU, W01, main AC connection

Special notes: None