Team Meeting

Type of meeting:	Meeting with Client
Note taker:	Kat

Attendees: Whole team

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment   Presenter: Nur

Discussion:

This week, the safety moment was about hearing safety

- Any noise higher than 85 decibels can damage your hearing!

- Watch out for loud music from concerts of even MP3 players and your phone

- Remember that hearing loss is a gradual process, so protect your ears at all costs!

Agenda item: Drawings Update   **Presenter:**   The Team

Discussion:

- Kat went over changes to back up relay drawing
- Nur asked about the things she deleted in the DC auxiliary schematic
- Tam asked more questions concerning bank ann after the team realised that we would want to keep the connections we had previously deleted, shout out to Kat for pointing this out.
- Kat, Nur and Tam then asked questions about how to make proper connections in the BU relay drawing, Cole and Patrick said they are busy with real work and would not be able to look at these drawings until spring break.
- Patrick requested that the team send in .dgn files in the event that pdfs of drawings can not be sent

Conclusions:

Patrick and cole will get back to us when they are able to. The team must go back to old drawings and make sure they are using the same size font in the title block and make sure they are centering things.

Action items	**Person responsible**	**Deadline**
✓ Cole will get back to us about drawings	B&V	2/14
✓ Cole & Patrick will reply with function of "TA28'	B&V	2/14
✓ Finish bank 1 annunciator diagram	Team	2/14
✓ Finish all drawings	Team	3/14

Action Item List						
Item	**Description**	**Date Added**	**To Be Completed By**	**Date Closed**	**Scheduled Completion Date**	**Notes**
Cole and Patrick will give more information on "TA" type connections, (what they do)		2/7/2019	2/14/2019			
Complete drawings	Team will be completing drawings by spring break	1/31/2019	3/14/2019			

Other Information

Resources:

Key protection diagram, relay drawings, scope document, bank ann
Special notes: None