

# Team Meeting

1/24/2019  
Library 306 C

<b>Type of meeting:</b>	Meeting with Client
<b>Note taker:</b>	Nur

**Attendees:** Whole team

**Please read:**

**Please bring:** Laptop

## Minutes

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**Agenda item:** Safety Moment **Presenter:** Kat

**Discussion:**

This week, the safety moment was about workplace safety and it follows the 20-20-20 rule:

- Every hour, take a 5 minute break to stand up, stretch, and relax your muscles.
- Every 20 minutes of working at your desk, take 20 seconds to look at something that is 20 feet away. This will help your eye muscles move and focus on different objects. Staring at a screen for hours at a time can strain your eyes.

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**Agenda item:** Feeder 1 **Presenter:** Team

**Discussion:**

- The team discussed about the changes that were made on the feeder 1 drawing. The same changes were made on the other two feeder drawings according to which CB the feeders are connected to.
- When the team was double-checking the connections in the drawing with Cole, he pointed out that for terminal A22, the bottom node should be taken out and connected to the A02 node above the switch. Cole will get back to us about this.
- Cole and Patrick will check the feeder drawings over the weekend and give feedback possibly on Monday the 28th.
- By next meeting, the team should finish it relay, bu relay, and primary relay drawings.
- By Spring Break, the team should finish all the drawings if possible.

**Conclusions:**

Cole will get back to us regarding the A22 connection of the feeder drawings, and the team should finish the relay drawings by next meeting.

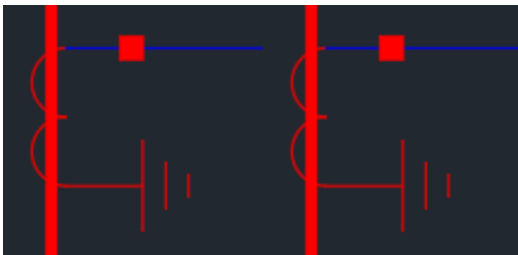
Action items	Person responsible	Deadline
✓ Cole will get back to us about the A22 connection	Cole	1/28
✓ Cole and Patrick will check the feeder drawings	Cole and Patrick	1/28
✓ Finish relay diagrams	Team	1/31
✓ Finish all drawings	Team	Spring Break

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**Agenda item:** Drawing list **Presenter:** Team

**Discussion:**

- The team needs to revisit the drawing list and add columns on who edited the drawings, who checked them, and the expected finish date.
- The team also needs to renumber the drawings because three-line is the same as AC, and Cole noticed that there were two drawings with the same number.



- When asked about the arrangement shown in the images above, Cole said that the red dots represent polarities, and it is important that they are correct..

**Conclusions:**

The team needs to edit the drawing list according to the feedback from the client.

Action items	Person responsible	Deadline
✓ Edit drawing list	The team	1/31

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Cole will get back to us about the A22 connection	Connection in the feeder drawings	1/24	1/28			
Cole and Patrick will check the feeder drawings		1/24	1/28			
Finish relay diagrams		1/24	1/31			
Finish all drawings		1/24	Spring Break			
Edit drawing list	Add columns for who edited the drawings, who checked the drawings, and the expected completion date	1/24	1/31			

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**Other Information**

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**Resources:**

Key protection diagram, DC Feeder schematics, scope document

**Special notes:** None