

Team Meeting

1/31/2019
Library 306 C

Type of meeting:	Meeting with Client
Note taker:	YJ

Attendees: Whole team except Katayi

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: Tam

Discussion:

This week, the safety moment was about clearing snow and ice safely.

- If you've ever had a heart attack, if you have heart disease, high blood pressure or high cholesterol, you probably don't want to do the shoveling yourself.
- No smoking. Tobacco smoke constricts blood vessels.
- No caffeinating. The caffeine may increase your heart rate and cause your blood vessels to constrict.
- Dress in several layers so you can remove a layer as needed.
- Warm up your muscles before shoveling.
- While shoveling stand with your feet about hip width for balance and keep the shovel close to your body.
- Avoid twisting movements.
- Stop if you feel pain!

Agenda item: Drawings Update

Presenter: The Team

Discussion:

- YJ discussed about the changes he made on installation relay
- YJ asked Cole and Patrick about the ALARM port that was connected to SEL-2440 in project scope and Cole said he will get back to the team about it

- Nur discussed about the changes she made on primary relay and part that was taken from installation relay drawing
- Back-up relay updates wasn't presented as drafter Katayi is not present
- Bank 1 aux was presented by Chufu
- Bank 1 annunciator drawing was presented by Tam with questions to be answered by Tam

Conclusions:

Cole will get back to us regarding the ALARM port connection to SEL-2440 based on project scope.

Action items	Person responsible	Deadline
✓ Cole will get back to us about the ALARM	Cole	1/28
✓ Finish relay diagrams	Team	2/5
✓ Finish bank 1 aux diagram	Team	2/5
✓ Finish bank 1 annunciator diagram	Team	2/5
✓ Finish all drawings	Team	Spring Break

Agenda item: Questions **Presenter:** Team & Cole & Patrick

Discussion:

- Some questions about drawings were covered in the previous agenda.
- For the Ethernet Port, do we need to add a title block?
 - Cole answered: ethernet port drawing doesn't look like an actual drawing but it looks like a symbol design that we should be using in other drawings if ethernet is connected.

Conclusions:

Most questions and doubts were answered by Patrick and Cole.

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	2/5	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			
Cole will get back to us about the ALARM connection		1/31	2/7	Pending	2/7	
Finish bank 1 aux diagram		1/31	2/5	2/5	2/5	
Finish bank 1 annunciator diagram		1/31	2/5	2/5	2/5	

Other Information

Resources:

Key protection diagram, DC Feeder schematics, scope document

Special notes: None