

Team Meeting

11/12/2018

Library 306A

Type of meeting:	Meeting with Client
Note taker:	Nur

Attendees: Whole team except Ahmed

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: Chufu

Discussion:

This week, the safety moment was about food safety.

1. To prevent food-related illnesses, you have to keep hot food hot and cold food cold. This advice is important in warm summer weather when foods at room temperature can spoil even more rapidly.
2. Cleanliness is also vital to food safety. Washing your hands and cleaning food preparation surfaces, containers and utensils can also stop the spread of foodborne diseases.

Agenda item: Updated Key Protection Diagram

Presenter: Nur

Discussion:

Nur presented what changes the team made to the key protection diagram. We marked the changes using revision clouds. The team also asked the following questions and Cole answered them:

- What is the B in MRCBT? What does the ratio mean in 600:5?
 - B stands for "bushing", and the ratio means that the MRCBT steps down the current by that ratio so that the current is small enough that the CT can read it to detect any fault current.
- How do we go about replacing SEL-351Ss with the SEL-351Ss with ethernet?
 - Cole said not to worry about this at the moment because we do not need to do this for the key protection diagram.

Cole said that the transfer bus on the key protection diagram goes to a different substation, so we should delete the bus and everything else that is connected to that bus. We need to use the project scope document to make sure that the inputs and outputs in the key protection diagram are correct. After the key protection diagram, we will work on the AC drawings, which are the 3-line diagrams.

Conclusions:

The team also wanted to talk present the changes they made in the installation relay diagram, but Cole said to only focus on the key protection diagram at the moment. We need to submit the finalized key protection diagram by Friday, November 16, 2018. All PDFs submitted must be monochrome to make it more readable. We also need to update the names of different substation components to match what's on the single line diagram. Cole said that we should always keep the revision clouds, don't get rid of them. Gray areas

Action items	Person responsible	Deadline
✓ Finalizing key protection diagram	The team	11/16

Agenda item: Title Block **Presenter:** Tam

Discussion:

Tam described the different sections of the title block. The name of our solar power plant and substation is “Owethu”, which means “ours” in Zulu. Cole said that we have to remove Duke Energy from the title block and change the revision number from 1 to 2.

Conclusions:

The revision number will be changed and the Duke Energy logo will be removed.

Action items	Person responsible	Deadline
✓ Make the changes discussed	The team	11/16

Agenda item: Drawing List **Presenter:** Chufu

Discussion:

Chufu presented the drawing list to the client. The feedback was to revise the drawing categories, so that we have only 1 for the plant and 2 for all things under the substation as our drawing index number. We will also be including a “state of the drawing” column to show is the drawing is in the drafting, back checking or completed stage. Also, we do not need to have a description column for the drawings.

Conclusions:

A new drawing list will be presented to the client during the next meeting.

Action items	Person responsible	Deadline
✓ Make the changes discussed	The team	11/16
