Team Meeting

11/25//2018

Ajjarapu office

Type of meeting:	Meeting with Client
Note taker:	Chufu

Attendees: Whole team

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment **Presenter:** Nur

Discussion:

This week, the safety moment was about parking lot safety.

Depending on its location, design, and the time of day, parking lots can be risky places.

- Park near the building in a highly visible and well-lit area.
- If you leave valuables in your car, keep them out of sight.
- After exiting your car, don't forget to lock it.
- When you're walking to/from your car, be alert of your surroundings. Avoid distractions like wearing headphones and texting. Trust your instincts when you feel something is not right.
- Have your keys ready to unlock your car as you get near it. Look around and inside your car for people who may be present.

Agenda item: Key Protection Diagram: SEI-487E **Presenter:** Ahmed

Discussion:

Ahmed presented what changes the team made to the key protection diagram. The SEL-487E Transformer Differential Relay provides three-phase differential protection for transformer applications with up to five three-phase restraint current inputs. Use the three independent restricted earth fault (REF) elements for sensitive ground-fault detection in grounded wye-transformer applications. Detect turn-to-turn winding faults for as little as 2% of the total transformer winding with the negative-sequence differential element. Apply the two three-phase voltage inputs for over- and under voltage, frequency, and volts/hertz protection. Make any overcurrent element directional using voltage polarized directional elements as torque control inputs to the overcurrent elements. Monitor and protect critical substation assets with comprehensive breaker wear and transformer thermal and through-fault monitoring. Perform bay control functions for as many as five breakers and eight disconnect switches using the built-in system mimic diagrams that include up to six programmable analog quantities for readouts.

- Deleted/added inputs and outputs according to the table in the project scope document

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.

Action items	Person responsible	Deadline
✓ Make a change discussed	The team	12/3

Agenda item: Key Protection Diagram: SEL-351S **Presenter:** All

Discussion:

All group discussed about the section of the SEL-351S. The SEL-351S Protection System offers comprehensive feeder and overcurrent protection perfect for industrial and utility feeder applications. Enhance your quality of service with lower costs and innovative features, like Mirrored Bits communications, IEEE C37.118 synchrophasors, expanded operator controls, and SEL's Best Choice Ground Directional Element logic.

Conclusions:

This part is going to be solved before next presentation

Action items	Person responsible	Deadline
✓ Make the changes discussed	The team	12/3

Agenda item: Key Protection Diagram: Feeders 1,2,3 and BU Relay **Presenter:** YJ

Discussion:

We can't find an output/input table in the project scope doc with information on what the client expects to see coming in and out of the relays near the feeders and for the BU relay. Because of this, we have to update the relays to match what’s on the standard drawings that were given to us.

Conclusions:

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

Action items	Person responsible	Deadline
✓ Make the changes discussed	The team	12/3

Action Item List						
Item	**Description**	**Date Added**	**To Be Completed By**	**Date Closed**	**Scheduled Completion Date**	**Notes**
Finalizing key protection diagram	The team should all put effort on finalizing the key protection diagram	11/26	12/3		11/27	
AC1 and AC2	A list of all the drawings that we have and anticipate in the future	11/26	12/3		11/27	

Other Information

Resources:

Key protection diagram, project scope, single line diagram
Special notes: None