

Team Meeting

11/05/2018

Durham 110

Type of meeting:	Meeting with Client
Note taker:	Yao Jiang Cheah (YJ)

Attendees: Whole team, except Dr. Ajarapu.

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: Tam

Discussion:

This week, the safety moment was about downed power lines:

1. Treat downed power lines and anything in contact with them as energized. Stay far away from any downed line.
2. Call the power company immediately. A crew with proper training and equipment will arrive and soon as possible.
3. Wait for the power company representative to confirm that it is safe to approach the scene. Only the power company can confirm that the system has been de-energized and that power will not automatically be restored.

Agenda item: Key Protection Diagram with Questions

Presenter: Team

Discussion:

Ahmed discussed about the doubts that the group has towards understanding the AutoCAD drawing of the key protection diagram. He first included the screenshot from the standard drawing of key protection diagram to point out parts that the team has doubts with. The most important question was about the purpose of the circuits connection that was circled in red in the key protection diagram since the team was confused by the transformers inside it.

Cole answered all the doubts that the team has accordingly. He mentioned that the circuits in the red circle corresponds to the voltage regulator which is not part of the project scope and shall be removed. Besides, he also mentioned that the capacitor bank is also not part of the project scope so one of its connection shall be removed.

Then, Ahmed also asked about the purpose of transfer bus in the key protection diagram. Cole said he would get back to the team with the correct answer about that.

After that, YJ presented the partially edited version of key protection drawing in AutoCAD to ask Cole about the parts that needs to be revised.

Conclusions:

Voltage Regulator and Capacitor bank are not in the scope of the project and shall be removed.

Action items

✓ Finalizing key protection diagram

Person responsible

The Team

Deadline

11/12
