

Team Meeting

9/10/2012

3:00pm

306D Library

Type of meeting: Meeting with Client

Note taker: Katayi Katanga

Attendees: Whole team present

Please read: Documents sent by Cole

Please bring:

Minutes

Agenda item: Team Introductions **Presenter:** Cole

Discussion:

First official meeting. Everyone introduced themselves. We heard from Adam and Emily from Black & Veatch who will be assisting us with the project as well.

Agenda item: Intro to Project **Presenter:** Cole

Discussion:

Went through a brief review of power engineering and some components that we will be seeing and using throughout our project. Cole gave an explanation on solar networks and what we would need to do regarding solar networks for our project. Students will most likely start with the solar network, they will design enough arrays for the amount of power they need, and 3 feeders. Students should check the array parameter tool.

Conclusions:

Team will come up with an optimal location for solar plant. What is meant by a fixed rack system, we will be using this system for our plant. Team must review data sheets and information about the following:

Inverter: Eaton 1666KW

Panel: Hanwha 325W

DC Voltage: 1500V

ILR: 1.30 – why this value?

Action items	Person responsible	Deadline
✓ Research components listed above	Enter person responsible here	9/17

Agenda item: Team Expectations **Presenter:** Cole

Discussion:

We discussed some expectations and requirements Cole has of student team

Conclusions:

Students are to prepare a safety moment that will be shared at the beginning of every meeting. We will rotate weekly. The safety moment can relate to substations or weather or anything in between. Students are to send a weekly agenda to Cole the Sunday before the meeting and weekly minutes before 3pm the next day.

Action items	Person responsible	Deadline
✓ Safety moment for next week	TBD	9/16 at 8pm
✓ Rotation schedule for safety moments	Students on team	9/17 at 3pm
✓ Weekly agenda	Students on team	TBD
✓ Rotation schedule for weekly agenda	Students on team	9/11 at 9pm
✓ Weekly minutes for this week	Katayi	9/11 at 3pm
✓ Rotation Schedule for weekly minutes	Students on team	9/11 before 9pm

Conclusions:

Students are to research on project, go through project scope document and come up with questions.

Action items	Person responsible	Deadline
✓ Agenda for next meeting	TBD	Sunday 8pm
✓ Research optimal areas for solar panel	Students on team	Monday 3pm
✓ Tentative project schedule	Students on team	TBD

Other Information

Resources:

Special notes:

For next week's meeting, Katayi will come up with our safety meeting.