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Avista Micro-grid

1/20/2016

- Logbooks
 - Format
 - For each log entry include the date at the top of the page and an optional title if wanted. Then include the bulk of the information as project ideas, meeting notes, diagrams, pictures, and anything else you may find relevant to the project. Finally, at the bottom include your signature with the date you signed it. Also, if there is excess room at the bottom of your log entry draw a line under your signature and cross out the remaining space, so for your next entry you can start at the top of a page.
 - Due dates
 - No due dates have been posted yet, but be aware that Dr. Li will post them on the Mindworks webpage.
 - Log entries will be submitted to Dr. Li once he sets the first due date.
 - Expectations
 - Log entries should be complete and fill all requirements Dr. Li is looking for.
 - There is a link on the Mindworks webpage that gives more detailed information regarding log entries.

- Client Meetings
 - Agreeable hours
 - Our group meeting have been set for Tuesday at 1:30 PM.
 - There is also a weekly meeting on Monday with Dr. Johnson, where a time is still to be decided and will most likely be located in the ECE conference room.
 - There is also a bi-weekly meeting with Avista every Thursday, which occurs at 2:00 PM, but this time is subject to change.
 - Time/Location/Frequency
 - We need to talk to either Nathan or Alex to discuss the upcoming meeting schedule with Avista

- Define Project
 - Define a clear project outline
 - A discussion with the grad students needs to occur in order to talk about the scope of work that needs to be done and how to properly break up the project, so each group knows it's particular goal/task in doing the project.
 - Attempt to define a 'jumping-off' point (will require Pavan's Avista information)
 - We need to talk to Pavan and gather information from him
 - Attempt to define a separation of work from Research team
 - As mentioned before the separation of work still needs to be broken up and assigned, so we know which part of the project we need to complete.

- Team Contract
 - We are going to meet as a group and finish it together soon.

- Next meeting
 - Connor is the moderator for next meeting and Gigi will write the agenda

- To do
 - Talk to Alex, Nathan, Pavan about the project and obtain any maps/blueprints that they have
 - Download Powerworld if you don't already have it and get any existing models from the grad students
 - Define critical loads for our project
 - Define the energy capacity for these loads (100%, 50%, auxiliary)
 - Define hierarchy of loads
 - Define available micro-grid sources
 - Hydro? Solar?