

Meeting Minutes

Date: November 9, 2015

Time: 5:15 PM

Location: BEL 11

Participants: Bruno Loza Khalid Alotaibi Dr. Johnson
Will Parker Nikhil Dr. Li

Purpose of meeting: Team progress updates, design review scheduling

Agenda items:

- Design review
 - Possibly Monday/Thursday from 5:00-6:00 PM
 - Location TBD
 - Waiting for verification from Nikhil
 - Also include Andy Miles in emails
- Portfolio
 - What communications via email should be included?
 - Anything important that holds information that will need to be reused.
- Governor design review
 - Visitors badges are to be picked up in the main SEL building
- Budget proposal
 - See Doubly-fed induction machine from past Wiki for good example

Action Items:

- Khalid
 - Completing Portfolio
 - Design review presentation - Batteries and Gantt Chart
- Bruno
 - Write up meeting minutes
 - Key for BEL RTDS lab
 - Our RTDS model
- Will
 - Starting Design review presentation

Future Meeting Date: 11/13/15 3:30 PM