

# MEETING 1 MINUTES

Date: 9.4.2018

Team Name: SCADACS

Project: SEL Cybersecurity Testbed for Power System

Time: 3:30pm-4:45 pm

Mentors: B. Johnson, F. Li, H. Beleed

Meeting Recorder: Tori Overholtzer

## In Attendance

Jia Jia Liu (EE)

Rao Liyu (EE)

Chen Yang (EE)

Hayden Lepla (CS)

Tori Overholtzer (CS)

Hussain Beleed (MENTOR)

Li Feng (MENTOR)

## Contact Information

Name	Email	Phone Number
Tori Overholtzer	<a href="mailto:over3363@vandals.uidaho.edu">over3363@vandals.uidaho.edu</a>	208-660-5107
Hayden Lepla	<a href="mailto:lepl1529@vandals.uidaho.edu">lepl1529@vandals.uidaho.edu</a>	208-608-8631
Li Yu Rao	<a href="mailto:Rao2474@vandals.uidaho.edu">Rao2474@vandals.uidaho.edu</a>	509-592-8378
Jia Jia Liu	<a href="mailto:Liu4266@vandals.uidaho.edu">Liu4266@vandals.uidaho.edu</a>	208-874-9780
Chen Yang	<a href="mailto:Yang4243@vandals.uidaho.edu">Yang4243@vandals.uidaho.edu</a>	831-241-7250

SCADACS Discord Server hosted by Hayden Lepla

## Mentor Contact Information & Schedule:

Name	Email	Phone Number
Li Feng	<a href="mailto:fengli@uidaho.edu">fengli@uidaho.edu</a>	208-885-7571
Brian Johnson	<a href="mailto:bjohnson@uidaho.edu">bjohnson@uidaho.edu</a>	208-885-6902
Hussain Beleed	<a href="mailto:Bele5082@vandals.uidaho.edu">Bele5082@vandals.uidaho.edu</a> <a href="mailto:hness@uidaho.edu">hness@uidaho.edu</a>	Not Available

Feng Li schedule was on a handout, Brian Johnson's should be available via google calendar.

## Agenda and Notes

### Introductions - Complete

Brian Johnson was teaching a class, so Tori Overholtzer from our team has emailed him about setting up a meeting. The rest of the mentors and group members were available for introductions.

### Contact Information Exchange - Complete

Group exchanged contact information. We also set up and connected to a discord server for communication.

### SAPA- Pending

Each team member is responsible for printing and signing this agreement. We will turn in this form during the in-person meeting with Brian Johnson.

### Team Name- Complete

Brainstormed names were SCADACS and HYPERION. We decided to use SCADACS as our team name.

### Team Roles- Complete

Meeting Recorder will be a rotating role. Every meeting a different member will record the meeting minutes.

Li Yu Rao will be responsible for budget. Responsibilities related to the budget will include proposing the budget plan, ensuring that the project stays on budget, producing budget requests with coordinating advisors, and updating Chen Yang with the budget report for client updates.

The primary client contact will be Chen Yang. Responsibilities related to the role of client contact will include attending client meetings and giving small presentations to the client about project progress.

Jia Jia Liu will be responsible for meeting organization and reminder notices. Responsibilities for this role will include using google calendar to set up meeting dates, organizing meeting discussion topics and sending out reminder notices through emails and the discord chat for group members, mentors, and clients.

Tori Overholtzer will be responsible for documentation, portfolio management, and wiki development. Responsibilities for these roles will be ensuring that project documentation

is updated, complete, and accessible.

Hayden Lepla will be team lead. He will be responsible for overseeing the different aspects of the project and ensuring they are on track and are of an appropriate quality.

All group members also have a role to participate in the project on a fundamental level using their expertise in ECE and CS.

### Scheduling – In Progress

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00AM					
7:30AM					
8:00AM	<b>HaydenWork</b> 7:30AM-11:30AM	<b>HaydenWork</b> 7:30AM-11:30AM	<b>HaydenWork</b> 7:30AM-11:30AM	<b>HaydenWork</b> 7:30AM-11:30AM	<b>HaydenWork</b> 7:30AM-11:30AM
8:30AM					
9:00AM					
9:30AM					
10:00AM					
10:30AM					
11:00AM					
11:30AM					
12:00PM	<b>Chen</b> 11:30AM-12:20PM	<b>Chen</b> 11:00AM-12:30PM	<b>Chen</b> 11:30AM-12:20PM	<b>Chen</b> 11:00AM-12:30PM	<b>Chen</b> 11:30AM-12:20PM
12:30PM					
1:00PM	<b>Hayden</b> 12:30PM-1:20PM	<b>Tori</b> 12:30PM-1:45PM	<b>Hayden</b> 12:30PM-1:20PM	<b>Tori</b> 12:30PM-1:45PM	<b>Hayden</b> 12:30PM-1:20PM
1:30PM					
2:00PM	<b>Chen</b> 1:30PM-2:20PM	<b>Hayden</b> 1:30PM-2:20PM	<b>Chen</b> 1:30PM-2:20PM	<b>Hayden</b> 1:30PM-2:20PM	<b>Chen</b> 1:30PM-2:20PM
2:30PM					
3:00PM	<b>Chen</b> 2:30PM-3:20PM		<b>Chen</b> 2:30PM-3:20PM		<b>Chen</b> 2:30PM-3:20PM
3:30PM					
4:00PM	<b>Chen</b> 3:30PM-4:20PM	<b>Chen</b> 3:30PM-4:45PM		<b>Chen</b> 3:30PM-4:45PM	
4:30PM					
5:00PM	<b>Tori</b> 4:30PM-6:20PM		<b>Tori</b> 4:30PM-6:20PM		<b>Tori</b> 4:30PM-6:20PM
5:30PM					
6:00PM					

Most of our group members schedules are present in this chart. Shaded regions are times that group members are in class or unavailable to meet.

We are waiting on a reply from Brian Johnson to arrange weekly meetings with him. On Tuesday or Thursday from 2:30 pm to 3:30 pm we can meet with Feng Li after approval from Feng Li.

The group can meet individually after 5pm on Tuesday or Thursday. There is also the possibility that the allotted capstone time can be used to meet as well, depending on the overall project schedule.

**Meeting Location – In Progress**

General group meetings will be held in available conference rooms around campus. The specific conference room is yet to be decided. However, some of the project may be in Brian Johnsons lab. There is a list of conference rooms to check for availability.

**Next Meeting Agenda and Meeting Reminder – In Progress**

Once contact is made with Brian Johnson, Tori Overholtzer will notify the rest of the group of the meeting date. The reminder for the meeting will be the responsibility of Jia to send.

**Client Background Information – In Progress**

All group members are going to spend the rest of this week researching our client and project to generate questions for our client interview. Interview questions will be discussed through discord chat or in person.

**Schedule Client Interview – In Progress**

Once contact is made with our mentor, Chen will work with our mentor and our groups availability schedule a date, location and time for the client interview. We are aiming for the week of September 10-15 to have that interview.

**Team Contract Draft – In Progress**

Team contract topics were discussed in the meeting such as roles and responsibilities, team meetings, and project expectations. There is still some topics to discuss related to the team contract which will be discussed through the discord chat before our meeting with our mentor. Tori Overholtzer is responsible for typing the rough draft.

**Ability/Skill Team Assessment - Completed**

Each group member went through and ranked their individual skill level in response to team relationships, joint achievements, member contributions and team communication. We discovered that we have a very balanced team dynamic in which everyone felt confident being able to contribute to joint achievements, providing quality contributions, and enhancing team relationships through effective communication. Overall, there was a high level of confidence in the ability of individuals to manage team goals, facilitate team growth and minimize conflict.

**Create Group Email Aliases – Not Started**

Once these meeting minutes are sent out the group email aliases will be started.

**Assign Pre-Meeting Tasks – Completed**

Assigned pre-meeting tasks which will help compose the next meeting's agenda topics.

## Action Items

Item	Due Date	Status	Team Representative
Contact Brian Johnson to set up meeting	ASAP	Pending Response	Tori Overholtzer
SAPA forms	Brian Johnson Meeting	Pending	All Team Members
Contact Budget Advisor about Budget Details and Fund Requests	9.7.2018	In Progress	Li Yu Rao
Logbook Entry	9.4.2018	Completed	All Team Members
Contact Client Introducing Team and Setting Up Interview Logistics	9.7.2018-9.14.2018	Pending Brian Johnson Meeting	Chen Yang
Type and Print Team Contract	9.7.2018	In Progress	Tori Overholtzer
Create Team Meeting Agenda	9.7.2018	Pending Brian Johnson Meeting, Although It Can Be Started from These Meeting Minutes	Jia Jia Liu
Circulate Meeting Agenda with Reminder of Meeting	Brian Johnson Meeting	Pending Brian Johnson Meeting	Jia Jia Liu
Check on Training Session for Brian Johnsons Lab if we need to use it	Brian Johnson Meeting	Pending Brian Johnson Meeting	Hayden Lepla
Background research about Client	9.7.2018	In Progress	All Team Members
Send Out Meeting Minutes 1	9.5.2018 by 3:30 PM	Completed	Tori Overholtzer



**Next Meeting**

To be determined once contact is made with Brian Johnson.