

# PROJECT MEETING MINUTES

**Project Group:** Three Phase

**Project Title:** Excitation Control for Synch Generator

**Meeting Objective:** Status Updates.

**Date:** 12/02/2014

**Time:** 5:30 PM

**Location:** GJL 218

**Facilitator:** Jacob Nelson

**Minutes:** Kerri McGinty

**Preparation Requirements:**

- 1. Please Bring: Logbooks

**AGENDA ITEMS**

- 1. Old Business:
  - a) Approve old meeting minutes.
  - b) Fred's Topics
- 2. Discussion and possible action regarding competitive report
  - a) Update competitive report with Fred's suggestions
  - b) Add Reivax products to report
  - c) Expand the competitive report to include more information
  - d) Add highlighting to competitive comparison table
- 3. Discussion regarding purchasing updates.
  - a) Update ABB on our competitive comparison progress
  - b) See if it's possible to receive the discount early so that we can order the exciter
- 4. Discussion regarding snapshot.
  - a) Review motors and generators for the snapshot
- 5. Agenda items for next meeting.
- 6. Schedule next meeting. Date: 12/9/14 Time: 5:30 pm Location: GJ 218
- 7. Additional Comments:
- 8. Adjourn: Time 6:15 pm

Meeting Attendees:

Minutes Approval:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____