

PROJECT MEETING MINUTES

Project Group: Three Phase

Project Title: Excitation Control for Synch Generator

Meeting Objective: Status Updates, begin user manual.

Date: 1/20/2015

Time: 5:30 PM

Location: GJL 218

Facilitator: Jacob Nelson

Minutes: Kerri McGinty

Preparation Requirements:

1. Please Bring: Logbooks, ABB User Manual

AGENDA ITEMS

1. Old Business:
 - a) Approve old meeting minutes.
 - b) Fred's Topics
 - i) Reviewed and edited product comparison
2. Discussion regarding purchasing updates.
3. Discussion and possible action regarding Competitive Analysis.
 - a) Complete Fred's edits
4. Assign User Manual sections.
 - a) Carlos Chapter 3
 - b) Jacob Chapter 5
 - c) Gary Chapter 6
 - d) Kerri Chapter 7,8,9
5. Discuss what information is needed for "training manual".
6. Agenda items for next meeting.
7. Schedule next meeting. Date: 1/27 Time: 5:30 Location: GJL218
8. Additional Comments:
9. Adjourn: Time _____

Meeting Attendees:

Minutes Approval:
