

Meeting Minutes

Date: September 28, 2015 **Time:** 5:30 PM **Location:** BEL 111

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

Reason for meeting: Verify system specifications and have Dr. Li check progress

Client items (Nikhil)

- Review of Specifications with Nikhil
 - Baseline goal: Blackstart operation
 - Everything else is optional
- Review of Materials:
 - Batteries may be provided by Dr. Hess from Navy
- Future meeting changes
 - Meeting time changed to 5:15 PM on Mondays
 - Fred Jessup will join the meeting via WebEx occasionally
 - Nikhil will invite him when needed

Lead instructor items (Dr. Li) Items

- Snapshots will be discussed in the lecture tomorrow (9-29-15)
 - Attach letter-sized paper to board
- Logbooks due next Tuesday (10-6-15)

Team discussion

- Made adjustments to “System Specifications” document
- Assigned weekly tasks

Action Items:

- Khalid
 - Unreserve ThinkTank
 - ABB User Guide familiarity
 - Determine Professor Hess’ battery specifications
- Bruno
 - Write up meeting minutes
 - Ask JJ for VPN access for RTDS
 - Find training videos for RTDS
 - Read RTDS quickstart guide
 - Bring updated team contract to sign
- Will

- Complete “System Specifications” document
- AVR familiarity
- Read documentation on AVR

Future Meeting Date: Monday 10-1-15 (5:15 - 6:15 PM)