

PROJECT MEETING MINUTES

Project Group: Three Phase

Project Title: Excitation Control for Synch Generator

Meeting Objective: Status Updates, begin user manual.

Date: 1/27/2015

Time: 5:30 PM

Location: GJL 218

Facilitator: Jacob Nelson

Minutes: Jacob Nelson

Preparation Requirements:

1. Please Bring: Logbooks, ABB User Manual

AGENDA ITEMS

1. Old Business:
 - a) Approve old meeting minutes.
 - b) Fred's Topics
 - i) Fred wants an invoice delivered to him. Fred indicated that he will ensure it arrives at the proper departments within SEL. The invoice should be as complete as possible and include all expenses.
 - c) Discussion regarding purchasing updates.
 - i) Stacy has yet to give any information other than ABB has received the PO.
 - ii) When the competitive analysis is submitted ask ABB for shipping status, may need the PO number from Stacy.
2. Discussion and possible action regarding Competitive Analysis.
 - i) Include an "advantages of the competitors" category
 - ii) Include something about Basler's user manual being easy to read and having detailed information
3. Discussion and possible action regarding User Manual sections.
 - a) Must only contain information valuable to an operator/lab TA
 - b) Needs to be as short as possible
 - c) A copy of the ABB manual will be present in lab so all information doesn't need to be present; it is ok to reference the ABB manual if more detail/explanation is needed.
4. Agenda items for next meeting.
5. Schedule next meeting. Date: 2/3/2015 Time: 5:30 P.M. Location: GJL 218
6. Additional Comments:

Meeting Attendees:

Minutes Approval:
