

# PROJECT MEETING AGENDA

**Project Group:** Three Phase

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

**Meeting Objective:** Identify project specifications.

**Date:** 10/7/2014

**Time:** 1:20 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) Develop a preliminary sketch and identify component interactions.
    - Will discuss after tomorrow's meeting with Fred
2. Approve client transcript.
  - Typed and need to be approved and signed by Fred tomorrow. Send final draft of the client transcript to Feng Li
3. Discuss snapshot objectives.
  - Snapshot is October 14 from 3:30-5:00pm in the BEL power lab
  - Need to fulfill all requirements outlined on the course website and put on a poster
  - Things that people can reference about our project include:
    - (a) Our poster
    - (b) Our portfolio
    - (c) Talking to the group
4. Agenda items for next meeting.
5. Schedule next meeting. Date: 10/18 Time: 6:00pm Location: SUB
6. Additional Comments:
7. Adjourn: Time \_\_\_\_\_

Meeting Attendees:

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Jacob  
\_\_\_\_\_  
Kerri  
\_\_\_\_\_  
Carlos  
\_\_\_\_\_  
Feng

Minutes Approval:

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