

# PROJECT MEETING MINUTES

**Project Group:** Three Phase

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

**Meeting Objective:** Choose an exciter, begin purchasing process.

**Date:** 11/04/2014    **Time:** 5:30 PM    **Location:** GJL 218

**Facilitator:** Jacob Nelson

**Minutes:** Kerri McGinty

## Preparation Requirements:

1. Please Bring: Logbooks, Spec Matrix,

## AGENDA ITEMS

1. Old Business:
  - a) Approve old meeting minutes.
  - b) Fred's Topics
    - Need to figure out how we are planning on testing
    - Need to define our end of semester deliverables
2. Discussion with possible action regarding purchasing.
  - Kerri will contact Stacy to identify what needs to be done for the bid process
  - Carlos will ask Normann if we should purchase exciter through SEL or the University
3. Discuss design review
  - a) Schedule a meeting to assemble presentation.  
 Date: 11/5/14 Time: 11:30 am Location: BEL
4. Agenda items for next meeting.
  - Update Wiki page with given suggestions
    - (1) Feng Li's suggestions
    - (2) Fred's suggestions to add our motivation to the background section
    - (3) Need to reschedule our presentation
5. Schedule next meeting. Date: 11/11/14 Time: 5:30 pm Location: GJ 218
6. Additional Comments:
7. Adjourn: Time 6:00 pm

Meeting Attendees:

Minutes Approval:
