

# PROJECT MEETING MINUTES

**Project Group:** Three Phase

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

**Meeting Objective:** Identify which exciter will be purchased.

**Date:** 10/28/2014

**Time:** 5:30 PM

**Location:** GJL 218

**Facilitator:** Jacob Nelson

**Minutes:** Kerri McGinty

## Preparation Requirements:

1. Please Bring: Logbooks, Quotes, Spec Matrix

## AGENDA ITEMS

1. Old Business:
  - a) Approve old meeting minutes.
  - b) Fred's Topics
    - Need to turn on machine without going through the exciter then switch to run through exciter
    - Send PowerPoint presentation to Fred before meeting date
  - c) Discussion with possible action regarding spec matrix.
    - Need to add commissioning software to the matrix
  - d) Discussion with possible action regarding exciter quotes.
    - Carlos will call ABB to see if they will negotiate their price
    - Anything we purchase over \$5,000 will need to go through the University's bidding process
2. Discussion with possible action regarding purchasing.
3. Agenda items for next meeting.
4. Schedule next meeting. Date: 11/4/14 Time: 5:30 pm Location: GJ Conference Room
5. Additional Comments:
6. Adjourn: Time 6:30 pm

Meeting Attendees:

Minutes Approval:
