**Team**: Alaska Power Systems

**Team Member**: Laura Rackley(EE), Boyuan Xie(EE), Hu-Kung Chen(ChemE),Yao-Yang Hsieh(ChemE), Abhineet Nigam(ChemE)

**Previous Meeting Items**:

| Item | Description | Status |
| --- | --- | --- |
| 1 | Schedule first team member meeting | Done |
| 2 | Schedule first sponsor meeting | Done |
| 3 | Mini project for EE team | In progress |

The mini-project is waiting to be discussed with the sponsor and the mentor in detail. After the first sponsor meeting, it is not clear that specific roles and responsibilities can be assigned only to EE members.

**Biweekly Meeting Items:**

| Item | Description | Owner | Target Date | Status | Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Project sketch and NDA assignment for EE 598 | Laura, Boyuan | Feb. 1st | In progress | Due date and assignment details need to be discussed with Shruti and Dave |
| 2 | Preparation for the second team meeting | Whole team | Feb.1st | In progress | Go through the paper shared and get a list of data needed, discuss together and prepare questions for the second sponsor meeting |
| 3 | Preparation for the second sponsor meeting | Whole team | Feb. 2nd | In progress | Confirm with sponsors:  1: what data we need  2: difficulty to collect and process different data  3: simulator details  4: tasks for next meeting  5: mini project ideas |
| 4 | Scheduling the 3rd team meeting | Whole team | To be scheduled | To be scheduled | Discuss the following items:  1: project plan  2: gantt chart |
| 5 | Project plan assignment | Laura, Boyuan | Feb.6th | Complete project sketch first |  |

**Overall project concept:**

The end goal for this project is to create a synthetic network for Alaska’s “Railbelt” Electric power system, the network should include both transmission and distribution models.

**Timeline:**

The timeline is waiting to be completed with the whole team.

**Problem and challenges:**

1: We are way behind the schedule in assignments, we need to figure out how to catch up and also fit the ChemE’s assignment schedule.

2: For this quarter, since the ChemE students are having data science courses, Laura and Boyuan should take on more responsibilities for the project, or we need to figure out a suitable mini-project to be completed this quarter.

**Requests for TAs:**

1: Clarification on overdue assignments and future assignments schedule

2: Help to create the mini-project.