# **MEETING MINUTES - <*Project Name*>**

| **Date of Meeting:** <10/03/2017> | **Location:** Arts Seminar Room 1 **Chair: Mark Mazzoni** |
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| **Minutes Prepared By:** | Jessica Armstrong |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Summary of partner meeting at Jacobs | |
| PPIR | |

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| 2. Attendance at Meeting | | |
| Name | Department / Division | E-mail | |
| Jessica Armstrong |  | 21149475@student.uwa.edu.au | |
| Steven Bardzovski |  | [21121998@student.uwa.edu.au](mailto:21121998@student.uwa.edu.au) | |
| Xiaobin Lin |  | [21566849@student.uwa.edu.au](mailto:21566849@student.uwa.edu.au) | |
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| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) | |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) | |
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| 3. Meeting Agenda |
| 1. **Github**  * Team has not all been able to share files on the github * Steven discussed using simpler option such as google drive or drop box * Figured out how to make all members collaborators on the github * Solved issue, decided to continue using the github |
| **2. Summary of Jacobs Meeting – Steven**  Steven gave a summary of what was said at the partner meeting at Jacobs on Tuesday afternoon:   * Get there early to sign in (15 minutes before) * Met John Ross and his boss * Project Overview: * 3 borefields, 3 pumps, 30kW each * 900ML of water required to be pumped per year * Not concerned with the mechanics of the pump, water flow etc. only concerned with power supply * Required to run 24hrs a day 365 days per year * The bores are 100m away from each other * Nearest power source at minesite 10km away * The base case is overhead power lines from the minesite to the borefields * Located close to Newman – very hot * Require shelter – will need to consider what type, cooling system, lightning, storms * No system in place, assume it is a new pump * Stakeholder – the owners of the minesite * No community around * Discussed environmental considerations – not our concern * Project deliverables: single line diagram, design power supply, generic costs, NPV, state all assumptions, consider 3 options * Expected lifetime of 10 years – didn’t want us to consider replacement costs * No set budget – wanted the most cost effective solution * No time constraints – compared to base case solutions should be faster * Legal limitations – required to follow AS3000 * Risks – environmental, conditions and climate * Risk assessment template to be sent by Jacobs * Back-up power system is required * No peak load – uniform loading * Maintenance of pumps already factored – maintenace of power supply required * Start up method required – Soft start? * Solar was loose term – any hybrid system is fine * Template for technical queries on LMS * Group to submit technical queries to the next chair of partner meeting every Tuesday morning to be sent to Jacobs * 3ML storage at mine site * Allow for communications |
| 1. **PPIR**   The group went through the professional performance template and answered the relevant questions to result in the list below.  Relevent Parties and Stakeholders   * Minesite, Jacobs, Design team * Priority to deliver uninterrupted supply at minimum cost * Communication at partner meetings and through technical queries   Engineering Task   * Continuous power (90kW/day) * 900ML/annum water pumped * Lifetime of 10years * Cooling/shelter * Allow for weather conditions * Backup system * Start-up method * Maintenance * Further clarification – do we need communications and control system?   Competence to Act   * Legal knowledge * Electrical design * Cost analysis * Risk assessment * Project management * Power systems * Fault analysis * Renewable energy * Efficiency * Lack skills in legal knowledge and finance * Will need to research, learn, review previous learning and ask questions   Statutory Requirements   * AS3000 – Aus/NZ wiring rules * Risk – ISO31000, and Jacobs risk management template * Land/ building permits   Risk Management   * New laws could disrupt running of site * Risks involved with the project, e.g. underground shelter deals with confined spaces * Clients change their mind abour deliverables, or cancel project * Native titles could reclaim land * High temperatures, poor climate and other weather conditions   Engineering Innovation   * Renewable sources * Different construction (underground storage) * The way the group allocated tasks   Task Management   * Tasks will be split based on type of solution * Solar, wind, diesel, storage, grid etc. * Deliverables: SLD, flow chart, PID, pwer system design, generic costs, NPV, assumptions, 3 options   Contractual Framework   * Cheapest and fastest option (no constraints) * NPV * 10 yr lifetime   Some questions and issues that came up included:  Can we pump extra water? (for use overnight etc.)  Fault protection  Sensing/monitoring of the system |

| 4. Meeting Notes, Decisions, Issues |
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| * Mark has completed schedule and uploaded to github * Group will continue to use github, all members are now contributors to repository * Technical queries to be compiled by Tuesdays and sent to the next chair of project partner meeting |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Individual PPIR | All members | Friday 17/3/17 |  |
| Gantt Chart | All members | Start of Week 3 | Not started |
| Type up and distribute Team PPIR | Jess | Monday 12/3/17 |  |

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| 6. Next Meeting | | | | | | |
| *Date: (10/03/2017)* | | *Friday 10/03/2017* | *Time:* | *12pm* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | Approve previous meeting minutes  Report from project partner meeting  Complete PPIR  Initial Task Allocation  Complete individual PPIR  Identify questions for consultant engineer and prepare technical queries | | | | | |