# **MEETING MINUTES – Project B Team 12**

| **Date of Meeting:** <03/03/2017> | **Location:** Arts Seminar Room 5 **Chair: Mark Mazzoni** |
| --- | --- |
| **Minutes Prepared By:** | Jessica Armstrong |
| 1. Purpose of Meeting *(add rows as necessary under banner headings)* | |
| Report from project partner meeting, finsih PPIR, initial allocation of tasks | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendance at Meeting | | | |
| Name | Department / Division | E-mail |
| Jessica Armstrong |  | [21149475@student.uwa.edu.au](mailto: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) |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) |
| Shaochen Wang |  | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |
| Dr Sally Male |  | [Sally.male@uwa.edu.au](mailto:Sally.male@uwa.edu.au) |
| Catherine Hatch |  | [Catherine.hatch@uwa.edu.au](mailto:Catherine.hatch@uwa.edu.au) |

|  |
| --- |
| 3. Meeting Agenda |
| **1. Github**   * Introductions with Catherine, Mark informed her of github and steven agreed to email invite catherine to the group github. |
| **2. Steven Report on Jacobs Meeting**   * For the benefit of Sally and Catherine, see previous minutes for full report, additional information below. * Control system clarification – power supply needs to be connected to control and telemetry system, the group needs to understand what the control system does but is only responsible for power supply * Different to grid connection since stand alone power system doesn’t have unlimited current supply at a voltage * Steven asked if start up system was independent of pump, it was clarified that they are 30kW submersible pumps * Starting circuit is required to produce enough torque to start the motor * Mark wanted clarification that our concern was with power supply only in regard to the control and telemetry. This is a technical query (TQ) * Catherine clarified that the telemetry system will be reporting water flow, power, pumps running etc. and data is fed to telemetry system * Communicating with Jacobs via TQ register, the group rep for the next week is responsible for sending the group techical queries to the chairperson of the next meeting. |
| **3. PPIR**   * Full PPIR to be typed up and complete by next meeting (including individual) * Team PPIR notes are in previous meeting minutes, additional information below: * Learned that the land is monitored by the state government (state government would be a stakeholder) * Priority included safe installation * Task included power storage * Legislation included environment protection act and aboriginal land act * Risks involved with power/generation – fire/electrocution, cost overflow, change in scope * Team was reminded to focus on risks that are controlable and establish risks that were outside of our control |
| **4. Task Allocation for Requirements Analysis**   * Consider what the requirements are, how can they be prioritised, wha are the boundary conditions, and what trade-offs have been made. * Need to validate power requirements (TQ) based on the load, this is the load to be supplied * Data sheets and Manuals are for equipment such as the motors or communications, conrol instrumentation * Reporting – what does minsite require (documentation and records)  |  |  | | --- | --- | | Previous example | Steven | | Standards and Regulation | Mark | | Details about the user context | Jess | | Data sheets or Manuals | Xiaobin | | Theory or Methods | Jie | | Reporting | Shaochen |  * Task allocation is below: |
| **5. Task Allocation initial Research**   * Decided that the team would be split into different solutions to the problem, starting with investigation different methods of power supply  |  |  | | --- | --- | | Solar | Xiaobin | | Wind | Steven | | Diesel Gen (and transport) | Jie | | Hydro/tidal/geothermal | Jess | | Battery and storage | Shaochen | | On-Grid (Newman specific) | Mark | |
|  |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| * Introductions to Catherine, she is the demonstrator for the group (away for 2 weeks in april) * Reminded group to fill in hours on schedule * Rawlinson’s is a cost guide for engineers available in the Reid Library * Technical query’s need to be completed by Tuesday morning to be sent to Jacobs. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Sign up for Partner meeting on LMS | All members | Tuesday 14/3/17 |  |
| Individual PPIR | All members | Friday 17/3/17 |  |
| Gantt Chart | All members | Tuesday 14/3/17 | Not started |
| Technical Queries | Jie | Tuesday 14/03/17 |  |
| Requirements Analysis Lit Review (as allocated above) | All members | Tuesday 14/03/17 | Urgent |
| Initial Research | All memberss | Tuesday 21/03/17 | Ongoing |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| *Date: (14/03/2017)* | | *Tuesday 14/03/2017* | *Time:* | *2pm* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | Follow up on actions  Discuss lit review for requirements analysis  Divide tasks for the rest of the requirements analysis document  Prepare technical queries | | | | | |