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

| **Date of Meeting:** <07/03/2017> | **Location:** Science Library Study Room 10 **Chair: Mark Mazzoni** |
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| **Minutes Prepared By:** | Jessica Armstrong |
| 1. Purpose of Meeting | |
| Group meeting to discuss questions for project partner meeting | |

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| 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) |
| **Absent - Jie Zhang** | Unable to contact | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |

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| 3. Meeting Agenda |
| **1. Schedule**   * Group confirmed Tuesday 2-4pm and Friday 1-3pm as regular meetings * Option to move second meeting to another time if it doesn’t work for the team * Discussed the option of working on weekends but preferred to keep within the week |
| **2. Github**   * Currently has public access required payment to become private, need to ask about wether this is acceptable * Group discussed that there is a lot to be learned before it is an effective tool |
| **3. Design Brief and Questions for project partner meeting**   * Group discussed wether or not the solution needed to be solar, decided we would also be exploring the alternate options of powering the site * Steven told the group about the program Homer available on the computers in EE building for the design of the plant * Group read through the questions prepared by all groups working on project B, questions the group decided were missing are listed below.   Questions:   * Is the borefield already existing? * How much does it cost to run now? On what? (diesel generators) * What is the power consumption? * Do we need a power storage solution? * What is the best way to contact project partner? |
| **4. PPIR**   * The group decided there was not yet enough information to fill in the PPIR * Scheduled an additional meeting on Friday at 10am to complete |

| 4. Meeting Notes, Decisions, Issues |
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| * Meeting minutes to follow the minutes outline on LMS * Mark to create excel spreadsheet with the group schedule * Jess will be maintaining the risk register * Group decided preliminary research on borefields, solar generation, powering remote sites (existing solutions) could begin now. * A facebook group was created for quick communication and reminders |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Attend Partner Meeting | Steven | Tuesday 7/3 |  |
| Venue availability for meeting | Jess | Wednesday 8/3 |  |
| Create schedule excel document | Mark | Friday morning 10/3 |  |
| Start research on background information | All members | Friday 17/3 |  |

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| 6. Next Meeting | | | | | | |
| *Date: (10/03/2017)* | | *Friday 10/03/2017* | *Time:* | *10pm* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | PPIR  Meeting at 12pm:  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 | | | | | |