

MEETING MINUTES

Topic: Updates and Presentation Preparation

Tuesday, January 31, 2017

5:30 PM – 7:20 PM

Minutes recorded by: Brianna Moore

Meeting called by: Thomas Hill and Latif Alhumaidan

Attendees: Brianna Moore, Thomas Hill, Latif Alhumaidan, Aziz Alanzi, Clayton Surratt, Galen Geislinger

Please bring: Note-taking equipment

Table 1. Record of meeting.

5:30 PM to 6:20 PM	Analyzing pipe schematics <ul style="list-style-type: none">• Vi sent pipe schematics of the GT units and our Steam unit• The team was unable to locate the orifice plate on the schematic	EGR 112
6:20 PM to 7:10 PM	Preparing for the Progress Presentation <ul style="list-style-type: none">• The group reviewed the presentation slides again• We then practiced for the presentation	EGR 112
7:10 PM to 7:30 PM	Discussed team member tasks <ul style="list-style-type: none">• See details below	EGR 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete and submit minutes	Brianna	2/5/17	

Arrange a meeting with Dr. Trevas	Everyone	2/3/17	
Contact Vi about plant visit	Clay	2/3/17	