

# HPRT MEETING MINUTES

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## Staff Meeting

Honeywell Pressure Regulator Team (HPRT)

Friday, 30 March 2018

10:00am

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

Attendees: William McGinn, Alex Rustaey, Jordan Loos, Yi Tong Zhang

### Table 1 - Record of Meeting

|         |   |         |
|---------|---|---------|
| 10:00am | <b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Meeting called to order by the clock striking 10 AM</li><li>• Topics:<ul style="list-style-type: none"><li>◦ General Updates</li></ul></li></ul>   | EGR 323 |
|         | <b>Updates</b> <ul style="list-style-type: none"><li>• Jordan got in contact with IMS to get a quote an aluminum billet</li><li>• Alex has been working on the bellows design sheet</li><li>• Myla has been working on the CAM for the machining of the case</li><li>• Bill has been working on the printing of a redesigned bellow</li></ul> |         |
|         | <b>Bellow Design Sheet</b> <ul style="list-style-type: none"><li>• Having some issues perfecting the bellows design</li></ul>   |         |
|         | Poster draft due next 04/06<br>Assembly and Operations Manual draft due 04/06   |         |

### Table 2 - Action Items (Tasks Assigned)

| Tasks | Person Assigned | Due Date | Date Complete |
|-------|-----------------|----------|---------------|
|-------|-----------------|----------|---------------|

|  |                          |             |  |
|--|--------------------------|-------------|--|
| <b>Finish CAD</b>  | <b>Alex Rustaey</b>      | <b>ASAP</b> |  |
| <b>Begin talking logistics with Machine Shop.</b>  | <b>Myla Azofeifa</b>     | <b>ASAP</b> |  |
| <b>Get quote<br/>IMS (Phoenix)<br/>Buddy's Welding - say you're with NAU<br/>and you're a student organization &amp;<br/>they might donate things to us.<br/>Mayorga's Welding</b> | <b>Jordan Loos</b>       | <b>ASAP</b> |  |
| <b>Update bellow design/make sure that it works for the case.</b>  | <b>Bill McGinn</b>       | <b>ASAP</b> |  |
| <b>Testing procedure edits.</b>  | <b>Yi Tong<br/>Zhang</b> | <b>ASAP</b> |  |
| <b>Update schedule.</b>  |                          |             |  |

**Next formal meeting: Tuesday, 02 April 2018, EGR 107 @ 4:00 PM**