

HPRT MEETING MINUTES

Staff Meeting #1

Tuesday, 12 September 2017

6:30pm - 6:55pm

Minutes recorded by: Myla Azofeifa

Meeting called by: David Trevas

Attendees: Jordan Loos, Bill McGinn, Alex Rustaey, Yi Tong Zhang, Amy Swartz

Table 1 - Record of Meeting

5:30pm	Meeting time established <ul style="list-style-type: none">• Capstone lecture begins at 5:30pm; individual team meetings scheduled for 30-minute increments over the following 2.5-hrs.	du Bois 011
6:30pm - 6:35pm	Begin Meeting <ul style="list-style-type: none">• Meeting started by David Trevas• Topics<ul style="list-style-type: none">○ Team Roles○ Honeywell Outreach○ Upcoming report & presentation	du Bois 011
6:35pm - 6:45pm	Team Roles <ul style="list-style-type: none">• Team Lead - Alex Rustaey• Documentarian - Myla Azofeifa• Website Developer - Jordan Loos• Client Contact - Bill McGinn• Budget Liaison - Yi Tong Zhang	du Bois 011
6:45pm-6:55pm	Honeywell Outreach <ul style="list-style-type: none">• Difficult to fully understand the scope of the project without first discussing with Honeywell representatives• Honeywell contacts<ul style="list-style-type: none">○ Haley Flenner○ Dave Tournquist• Draft email to introduce team & request meeting.<ul style="list-style-type: none">○ First draft to Dr. Trevas first○ Only send to client contacts with approval from DT• Book conference room for meetings	du Bois 011

	<ul style="list-style-type: none"> ○ Possible conference rooms: <ul style="list-style-type: none"> ■ EGR 323 ■ Dub 101 ■ Business building 	
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Table 2 - Tasks Assigned

Task	Person Assigned	Due Date	Date Complete
Draft and send e-mail to Honeywell contacts. Introduce team & request meeting. Keep it short, keep it professional.	Bill McGinn & Alex Rustaey	09/13/2017	09/14/2017
Create organizational structure for Google Team Drive.	Myla Azofeifa	∞	
Contact NAU and/or EGR IT as needed for website development support	Jordan Loos		
Begin researching pressure regulators.			

Next formal meeting: Tuesday, 19 September 2017, du Bois Center, Room 011, at 2:00pm.