

# HPRT MEETING MINUTES

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## Staff Meeting #2

Tuesday, 19 September 2017

6:30pm - 6:45pm

Minutes recorded by: Myla Azofeifa

Meeting called by: David Trevas

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

Table 1 - Record of Meeting

6:30pm - 6:35pm	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Meeting started by David Trevas</li><li>• Topics<ul style="list-style-type: none"><li>○ Honeywell meeting</li><li>○ Upcoming report &amp; presentation</li></ul></li></ul>	du Bois 011
6:35pm - 6:40pm	<b>Honeywell Meeting(s)</b> <ul style="list-style-type: none"><li>• Weekly Skype meetings scheduled with<ul style="list-style-type: none"><li>○ Tuesday (initial meeting 9/26), 3pm @ EGR 323 via Skype</li></ul></li><li>• Rent a projector from IT or EGR reception office if needed<ul style="list-style-type: none"><li>○ Alternatively, use one computer and gather around the screen</li></ul></li><li>• Facility visit (Tempe, AZ) in the planning process<ul style="list-style-type: none"><li>○ Possibly going with Solenoid group</li></ul></li><li>• Haley Flenner is the acting customer contact</li></ul>	du Bois 011
6:40pm-6:45pm	<b>Report and Presentation</b> <ul style="list-style-type: none"><li>• Rubrics on BBLearn → will provide info for Honeywell meeting talking points</li><li>• Customer needs vs. Engineering requirements<ul style="list-style-type: none"><li>○ Quantify ideas with numbers</li></ul></li><li>• Report &amp; presentation preparation time will be limited following Skype meeting with Honeywell</li></ul>	du Bois 011

Table 2 - Tasks Assigned

Tasks	Person Assigned	Due Date	Date Complete
Read report and presentation rubrics; look for information needed from Honeywell contacts.			
Complete shop safety training. Must be done on a weekday at 9:30am. Contact Kellan Rothfus for more information.	Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang		
Complete Advanced Shop Training (following the completion of shop safety training). Available every other weekend beginning 9/9 & 9/10. Contact Kellan Rothfus for more information.	Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang		
Begin report and presentation preparation.			
Continue to research pressure regulator valves.			

**Next formal meeting: Thursday, 21 September 2017, Engineering Bldg. (#69), Room 108 at 2:00pm.**