

HPRT MEETING MINUTES

Team Meeting

Thursday, 21 September 2017

2:00pm - 2:20pm

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

Attendees: Jordan Loos, William McGinn, Yi Tong Zhang

Table 1 - Record of Meeting

2:00pm - 2:05pm	Begin Meeting <ul style="list-style-type: none">● Meeting started by David Trevas● Topics<ul style="list-style-type: none">○ Honeywell meeting talking points○ Preliminary report rubric○ Preliminary presentation rubric	EGR 218
2:05pm - 2:15pm	Honeywell Meeting <ul style="list-style-type: none">● Meetings scheduled for Tuesday 9/26, 3pm @ EGR 323 via Skype<ul style="list-style-type: none">○ Create team Skype account for team○ Use Myla's computer for meeting● Talking points to discuss with Honeywell<ul style="list-style-type: none">○ Team expectations○ Customer requirements○ Engineering requirements<ul style="list-style-type: none">■ Design constraints○ Budget○ Deliverables and timeline of project	EGR 218
2:15pm to 2:20pm	Report and Presentation <ul style="list-style-type: none">● Reviewed rubrics for preliminary report and presentation meeting talking points	EGR 218

Table 2 - Tasks Assigned

Task	Person Assigned	Due Date	Date Complete
Inquire about project presentation and/or proposal due date extension, considering time between team meeting with client and assignment due dates.		9/26/2017	
Review talking points for Honeywell meeting. Prepare for meeting.			
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		
Continue to research pressure regulator valves.			

Next formal meeting: Tuesday, 26 September 2017, Engineering Bldg. (#69), Room 323 at 2:30pm.