

HPRT MEETING MINUTES

Team Meeting

Thursday, 28 September 2017

2:15pm to 2:45pm

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

Attendees: Jordan Loos, William McGinn, Yi Tong Zhang

Table 1 - Record of Meeting

2:15pm - 2:20pm	Begin Meeting <ul style="list-style-type: none">● Meeting started by Alex Rustaey● Topics<ul style="list-style-type: none">○ Preliminary Report○ Preliminary Presentation	EGR 218
2:20pm - 2:35pm	Preliminary Report <ul style="list-style-type: none">● Due date: Friday, 10/06/2017● Distributed report sections for completion● Background- Alex<ul style="list-style-type: none">○ Introduction○ Project Description○ Original System● Requirements - Myla<ul style="list-style-type: none">○ Customer Requirements○ Engineering Requirements○ House of Quality● System level - Bill, Yi Tong, & Alex<ul style="list-style-type: none">○ One system<ul style="list-style-type: none">■ Three subsystems● Functional Decomposition - Jordan<ul style="list-style-type: none">○ Create for Honeywell's current technology○ Black box model○ PFD● Subsystem level - All (to complete at next team meeting)	EGR 218
2:35pm - 2:45pm	Preliminary Presentation <ul style="list-style-type: none">● Date: Tuesday, 10/03/2017<ul style="list-style-type: none">○ Submit slides to BBLearn before 5:30pm	EGR 218

	<ul style="list-style-type: none"> ● Will compile presentation after report is written ● Parts needed: <ul style="list-style-type: none"> ○ Project Description ○ Background & Benchmarking ○ Customer Requirements ○ Engineering Requirements ● Also graded on delivery (voice, eye contact, gestures, effective use of time, Q & A) 	
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Table 2 - Tasks Assigned

Tasks	Person Assigned	Due Date	Date Complete
Confirm report and presentation requirements with Dr. Trevas.	Alex Rustaey	09/28/2017	09/28/2017
Complete preliminary report - introduction.	Alex Rustaey	10/01/2017	
Complete preliminary report - requirements.	Myla Azofeifa	10/01/2017	
Complete preliminary report - system level.	Alex Rustaey Bill McGinn Yi Tong Zhang	10/01/2017	
Complete preliminary report - functional decomposition.	Jordan Loos	10/01/2017	
Compile preliminary presentation.	Myla Azofeifa	10/03/2017	
Complete preliminary report formatting.	Bill McGinn	10/06/2017	
Research existing reference pressure regulator technologies.		10/01/2017	
<i>Complete shop safety training. Must be done on a weekday at 9:30am. Contact Kellan Rothfus for more information.</i>	<i>Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang</i>	<i>Spring 2018</i>	
<i>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.</i>	<i>Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang</i>	<i>Spring 2018</i>	

Next formal meeting: Sunday, 1 October 2017, Engineering Bldg. (#69), Room 101 at 12:00pm.