

HPRT MEETING MINUTES

Client Meeting

Tuesday, 03 October 2017

3:00pm to

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

Attendees: Yi Tong Zhang, Jordan Loos, William McGinn, Dr. David Trevas, Haley Flenner (HW), Dave Tournquist (HW), Kayla Goodrich (HW)

Table 1 - Record of Meeting

3:00pm	Begin Meeting <ul style="list-style-type: none">• Meeting started by Alex Rustaey• Lync/Skype call• Topics<ul style="list-style-type: none">○ Deliverables○ General Updates	EGR 323
3:05pm	Deliverables <ul style="list-style-type: none">•	EGR 323
	General Updates <ul style="list-style-type: none">•	EGR 323

Table 2 - Tasks Assigned

Tasks	Person Assigned	Due Date	Date Complete
Practice presentation slides.			
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>	
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Next formal meeting: Tuesday, 3 October 2017, Engineering Bldg. (#69), Room 323 at 3:00 PM (client meeting)