

HPRT MEETING MINUTES

Client Meeting

Tuesday, 17 October 2017

3:00pm to 4:00pm

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

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

Table 1 - Record of Meeting

3:00pm	Begin Meeting <ul style="list-style-type: none">• Meeting started by• Topics<ul style="list-style-type: none">○ Individual Analysis○ Technical Understanding Questions○ Staff Meeting	EGR 323
3:00pm	Individual Analysis <ul style="list-style-type: none">•	EGR 323
	Technical Understanding <ul style="list-style-type: none">•	EGR 323
	Staff Meeting <ul style="list-style-type: none">• Meeting started by Dr. David Trevas• Topics<ul style="list-style-type: none">○ Client meeting debrief○ Individual analysis update	EGR 323
	Topic <ul style="list-style-type: none">•	EGR 323

Table 2 - Tasks Assigned

Tasks	Person Assigned	Due Date	Date Complete
Complete individual analysis.		10/20/17	

<p><i>Complete shop safety training. Must be done on a weekday at 9:30am. Contact Kellan Rothfus for more information.</i></p>	<p><i>Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang</i></p>	<p><i>Spring 2018</i></p>	
<p><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></p>	<p><i>Jordan Loos Bill McGinn Alex Rustaey Yi Tong Zhang</i></p>	<p><i>Spring 2018</i></p>	

Next formal meeting: Tuesday, 3 October 2017, Engineering Bldg. (#69), Room 323 at 3:00 PM (client meeting)