

# HPRT MEETING MINUTES

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## Client Meeting & Staff Meeting

Tuesday, 31 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, David Trevas, Dave Tornquist (Honeywell)

Table 1 - Record of Meeting

3:00pm	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Meeting started by Alex Rustaey</li><li>• Topics<ul style="list-style-type: none"><li>○ Updates on turbo-expander</li><li>○</li></ul></li></ul>	EGR 323
3:35pm	<b>Begin staff meeting</b> <ul style="list-style-type: none"><li>• Topics<ul style="list-style-type: none"><li>○ Client Meeting recap</li></ul></li></ul>	EGR 323

Table 2 - Action Items (Tasks Assigned)

Tasks	Person Assigned	Due Date	Date Complete
<b>Reschedule next semester Honeywell meetings, due to class interferences.</b>			
<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>Alex - 10/24/2017</i>

<i>Complete Advanced Shop Training (following the completion of shop safety training). Available every other weekend beginning 9/9 &amp; 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: Thursday, 2 November 2017, Engineering Bldg. (#69), Room 108 at 2:15 PM (staff meeting)**