

HPRT MEETING MINUTES

Staff Meeting

Tuesday, 28 November 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

Table 1 - Record of Meeting

3:00pm	Begin Meeting <ul style="list-style-type: none">• Honeywell cancelled until next week• Meeting called to order by Alex Rustaey• Topics:<ul style="list-style-type: none">○ Ordering parts○ Scheduling	EGR 323
3:15pm	Part Discussion/Part Ordering <ul style="list-style-type: none">• Sizing• 3-D printing• 	
3:45pm	Meeting adjourned.	

Table 2 - Action Items (Tasks Assigned)

Tasks	Person Assigned	Due Date	Date Complete
<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 & 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: Sunday, [date], Engineering Bldg. (#69), Room [room] at [time]