

# HPRT MEETING MINUTES

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## Staff Meeting

Tuesday, 28 November 2017

7:00pm

Minutes recorded by: Myla Azofeifa

Meeting called by: Alex Rustaey

Attendees: Jordan Loos, William McGinn

Table 1 - Record of Meeting

7:00pm	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Meeting called to order by Alex Rustaey</li><li>• Topics:<ul style="list-style-type: none"><li>○ Scheduling</li><li>○ Budget</li></ul></li></ul>	EGR 107
	<b>Scheduling</b> <ul style="list-style-type: none"><li>• Discussed projected schedule through May 2018</li></ul>	
	<b>Budget</b> <ul style="list-style-type: none"><li>• Compiled expenses spreadsheet</li><li>• Went over reimbursement forms</li></ul>	

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 &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>	

**Next formal meeting: Sunday, [date], Engineering Bldg. (#69), Room [room] at [time]**