

**Meeting Purpose** (clearly state objectives of the meeting): Preliminary SDR

**Materials Reviewed** (list all documents reviewed at the meeting including revision):

**Attendees** (name and discipline / role of all participants):

Neal  
Steve

**Recorded by** (name and role of person recording meeting notes):

Tatiana Utein (signature of person recording meeting notes)

**Meeting Date:** 9/28/2012

**Previous Open Action Items Reviewed** (indicate if any action items (by number) were reviewed and closed from prior reviews or meetings):

**Discussion** (describe any relevant discussions *not* captured in actions / issues / decisions tables):

Great Edge, great presentation.

Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Update Project Summary				
A002	Summarize heat balances				energy balance w/ hot plate
A003	Accuracy vs. Cost Analysis				
A004	Flow Diagram w/ instrumentation				
A005					

Issues					
Item #	Description	Responsible	Open Date	Close Date	Comments
I001	Engineering Metrics; EMS				need more detail
I002	Risk Assessment (hot plate)				more detail; structure
I003					
I004					
I005					