

MEETING AGENDA

Topic: Meeting with Client

Tuesday, October 9th, 2018

9:45am-10:20am

Meeting called by: Team

Attendees: Hannah Reed and client (Timothy Becker)

Please bring: Logbooks and concept drawings

9:45am - 9:50am	Introductions Designate note taker for meeting minutes <i>Hannah Reed</i> Layout overall topics for discussion	Becker's Office
9:50am - 10:00am	Discuss team questions and concept designs <i>Hannah Reed</i> <ul style="list-style-type: none">• Budget topics<ul style="list-style-type: none">○ Fan price was taken out of the budget○ Fan still has to be selected and purchased in order to design for the room and hood○ Fan has been selected to be a 3'X2'• Clients thoughts on concept designs<ul style="list-style-type: none">○ Liked all the designs and concepts○ Liked the External frame design for the hood○ Would like to have the top of the room design to be able to move/ adjust the fans position	Becker's Office
10:00am - 10:20am	Idea clarification Dr. Becker clarified some aspects of the project <ul style="list-style-type: none">• The room doesn't have to be perfectly sealed, as long as the pressure in side is still positive.• Gave contacts for companies in town that have portable clean rooms so the team may see ideas<ul style="list-style-type: none">○ Poba medical○ Axolotl BioLogic	Becker's Office

Upcoming requirements:

1. Individual Analysis papers
2. Preliminary proposal
3. Website update