

# MEETING AGENDA

## Topic: Client Meeting

Thursday January 17<sup>th</sup>, 2019

~11:40-12:10pm

Meeting called by: Katie Hoffman

**Attendees:** Katie Hoffman, Daniel Marquez, Hannah Reed, Timothy Becker

<b>11:40-11:45</b>	<b>Overview</b> Designated note taker for meeting minutes Hannah Reed <ul style="list-style-type: none"><li>• Topic<ul style="list-style-type: none"><li>○ Ordering parts for the Hood starting this next week when items have been finalized.</li></ul></li></ul>	Becker's Office
<b>11:45-12:05</b>	<b>Project Updates</b> <i>All members</i> Items to be completed and client updates <ul style="list-style-type: none"><li>• Power cord for the Fans, since one was not included in the order</li><li>• Height of the frame of the hood to be adjusted to 3 feet and 4 inches</li><li>• Pins for the room need to be set at every 6 inches for height adjustment</li><li>• The door on the polycarbonate need to only be a single pane</li></ul>	Becker's Office
<b>12:05-12:10</b>	<b>Wrap up</b> <i>All members</i> Discussed how many times a month Becker would like to meet, more than twice a month was agreed upon. <ul style="list-style-type: none"><li>• Come back when the part list and budget have been re-done and are up to date.</li></ul>	Becker's Office