

MEETING AGENDA

Topic: Client Meeting

Monday January 28th, 2019

~2:10-2:40pm

Meeting called by: Katie Hoffman

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

2:10-2:15	Overview Designated note taker for meeting minutes Hannah Reed <ul style="list-style-type: none">• Topic<ul style="list-style-type: none">○ Ordering polycarbonate for the hood and possible adjustment to the overall budget for the project.	Becker's Office
2:15-2:35	Project Updates <i>All members</i> Items to be completed and client updates <ul style="list-style-type: none">• Polycarbonate<ul style="list-style-type: none">○ Increase the thickness to 1/4" to 3/8" so it acts more like glass• Plastic lining<ul style="list-style-type: none">○ Bulk sheeting at 40mil• Budget increased to 2000 from 1000• Height of room frame<ul style="list-style-type: none">○ 7.5' to 8' if possible	Becker's Office
2:35-2:40	Wrap up <i>All members</i> Discussed how to attach the vinyl and how to make external lighting be the main light source at the same time. <ul style="list-style-type: none">• Come back when the vinyl has been found and needs to be purchased.	Becker's Office