

# MEETING AGENDA

## Topic: Staff Meeting

Monday January 14<sup>th</sup>, 2019

~5:50-6:35pm

Meeting called by: Sarah Oman

**Attendees:** Katie Hoffman, Daniel Marquez, Hannah Reed, Sarah Oman, Amy Swartz

<b>5:50-6:10</b>	<b>Overview</b> Designated note taker for meeting minutes <i>Hannah Reed</i> <ul style="list-style-type: none"><li>Plans for week 1<ul style="list-style-type: none"><li>Final Proposal overview</li><li>Meet with Becker</li><li>Post mortem</li><li>Doodle poll</li><li>Hardware purchasing list/price verification</li><li>Machine shop verification</li></ul></li><li>Plans for week 2<ul style="list-style-type: none"><li>Hardware purchasing list</li><li>Measure Rheometer</li><li>Order Polycarbonate</li><li>Move materials to the machine shop</li><li>Complete the Hood first</li></ul></li></ul>	Room 321 Engineering
<b>6:10-6:30</b>	<b>Talk with Oman</b> <i>All members</i> Brought up concerns for project. <ul style="list-style-type: none"><li>The overall budget for the project and potentially not having enough funding.</li><li>The time to complete the project, having to build two components rather than one.</li><li>Project safety, ensuring the design is safe for the user.</li></ul>	Room 321 Engineering
<b>6:30-6:35</b>	<b>Wrapped up meeting</b> Discussed who would do what during the next two weeks to get the jobs done and have professional work.	Room 321 Engineering

Week #1

Tasks Assigned:

Katie: Measure Rheometer

Daniel: Email Becker, Order Polycarbonate, Move Materials

Hannah: Create Doodle Poll, Machine Shop Verification