

MEETING AGENDA

Topic: Team Meeting

Wednesday January 23th, 2019

~5:30-6:35pm

Meeting called by: Katie Hoffman

Attendees: Katie Hoffman, Daniel Marquez, Hannah Reed

<p>5:30-5:40</p>	<p>Overview Designated note taker for meeting minutes Hannah Reed</p> <ul style="list-style-type: none"> • Topic <ul style="list-style-type: none"> ○ Planning for the 3rd and fourth weeks of the semester, along with the break down of work to be done before Feb. 3rd. 	<p>Room 108 Engineering</p>
<p>5:40-6:25</p>	<p>Weekly Breakdown <i>All members</i></p> <p>Week 3</p> <ul style="list-style-type: none"> • Aluminum Framing to be cut • Verifying the Aluminum structure • Laying out all the materials currently in possession of • Redo the bill of materials and have accurate prices • Take detailed measurements of the FFU's in Becker's lab • Order the polycarbonate <p>Week 4</p> <ul style="list-style-type: none"> • Start working on the final report • Start compiling the room materials and purchasing information 	<p>Room 108 Engineering</p>
<p>6:25-6:35</p>	<p>Wrap up <i>All members</i></p> <p>Break up the work between all three members of the team.</p> <ul style="list-style-type: none"> • Delegate team to different jobs <ul style="list-style-type: none"> ○ Based on strengths • Work collaboratively on the report 	<p>Room 108 Engineering</p>

Week # 3&4

Tasks Assigned:

Katie: Report, Aluminum Frame, BOM, Fan Measurements, and Room Material

Daniel: Report, Aluminum Frame, BOM, Move Materials, Order Polycarbonate, and Room Material

Hannah: Report, Aluminum Frame, BOM, Fan Measurements, and Room Material