Attendance: All team members (Bryce Davis, Zachary Bell, Shirley Hatcher, Talal Alshammari)

Meeting: Team Meeting

Meeting about: Hardware Review

Meeting Minute Written By: Talal Alshammari

Meeting Minute

Hardware Review:

In this meeting, the Hardware review was led by the Fume Hood project team before our meeting with Dr. Sarah Oman. The Hardware review was conducted over the phone and all aspects were discussed together as a group and then divided up as shown in table 1.

Table 1 Hardware Review

Group Member	Subject Discussed
Bryce Davis	Current State of the Fume hood project and what was done in the previous semester
Zachary Bell	The progress done in the project from last semester until the Hardware review
Shirley Hatcher	Product Justifications and detailed information on the Fume hood project justifications.
Talal Alshammari	The plans for moving forward and what is needed to be done to fulfill the design requirements and goals.

Questions & Suggestion provided by Dr. Oman in the hardware review:

1) Dr. Oman: For your plans in moving forward, have you decided the work that need to be done by each member?
   - Talal: we have some ideas about what is going to be done by who, but we still working on it.
   - Shirley: We know that I need to work on the differential pressure system and Bryce is going to work on developing the website.
2) Dr. Oman: In-term of the manufacturing process, you need to make sure what does your client capable of toward manufacturing the design. The challenge your project have is, can you make this Fume Hood under the budget provided since manufacturing could cost a lot to build a Fume Hood.

3) Dr. Oman: For the Arduino codes and differential pressure system, I have ordered some kits that I might receive soon, let me know if you guys want to work with them. In addition, Dr. Oman suggested that a couple member can work on the coding to learn from this experience.
4) Dr. Oman: If you guys need any device such as pressure sensor or other equipment let me know and I might be able to provide it to you.
5) Reformat the Hardware review and send it to Dr. Lerner to give him a feedback of what is your progress in the project and ask him about what are his expectations.