Meeting with:    Dr. Oman

Attendance:      All team members

Meeting Minute Taken by: Talal Alshammari

Subject:          Weekly staff meeting.

# Meeting Minute

## Staff Meeting:

The meeting purpose was to discuss the progress of the team since the last meeting. Design decision took a big part of this meeting.

*Table 1 Hardware Review*

| Group Member | Subject Discussed |
|---|---|
| Bryce Davis | Discussed filter information that has been researched and analyzed. |
| Zachary Bell | Discussed some different info of filters and some CAD modeling suggestions. |
| Shirley Hatcher | Introduced some issues in the Hepa filter regarding the head loss and discussed the ability of finding more efficient filter until the client respond with an option to proceed with in-term of the design decision. |
| Talal Alshammari | Discussed the manual portion of the 3 options if they will be needed to be done to all the three. |

## Questions & Suggestion provided by Dr. Oman:

1) Dr. Oman: Why did the team choose the cylindrical Hepa filter at the first place?
   Shirley: It was chosen due to its filtering efficiency, where it filters 99.97%. However, now it seems to be unnecessary to choose when we have other options.
2) Dr. Oman: If you have researches done that present this issue of using the cylindrical Hepa filter make sure to document all of it.
3) Dr. Oman: instead of waiting for Lerner response, try working on the three option to be presented on the final report just in case of not proceeding with one option. Put more details on Option 1 & 2.

4) Dr. Oman: Try to present those three options to Dr. Lerner and inform him of the compressed schedule of this summer and that the team can decide one of those three options if he is okay with that.

5) Talal: Should we make three manual one for each option?

   Dr. Oman: You can make three structured manuals one for each option now and start filling the accessible information that you have until now, such as warnings. Then adding information on each manual instead of just waiting for Dr. Lerner response without working on something that could be useful to put in the final report.