

Meeting with: Dr. Oman

Attendance: All team members

Date: July 6th, 2020

Meeting Minute Taken by: Talal Alshammari

Meeting Minute

Staff Meeting:

The meeting purpose was to discuss the team progress since the last week and the Mid-Presentation.

TABLE 1 HARDWARE REVIEW

Group Member	Subject Discussed
Bryce Davis	Discussed Option 3 progress which is a pre-purchased fume hood and how that should be discussed in the presentation.
Zachary Bell	Discussed Option 2 progress which is manufacturing the current design of the fume hood and how it can be modified.
Shirley Hatcher	Discussed Option 1 which is the modified polyethylene bin. Also, moved forward to the discuss the filter accessibility since the filter the team was planning to use is hard to get.
Talal Alshammari	Discussed the future implementation plan and how would it be regarding the three options provided.

Oman's Feedback & Suggestions

- 1) Provide Dr. Lerner the 3 options you have and provide detailed explanation for each. Also, state that you need to proceed with one option of those three, and that you can choose the best option of those for him but you would appreciate his feedback.