

# MEETING AGENDA

## Topic: Team Meeting

Wednesday, October 10, 2018

~5:30pm-6:30pm

Meeting called by: Katie Hoffman

Attendees: (All Team Members)

<b>5:30pm - 6:35pm</b>	<b>Dr. Becker 2nd Meeting Review</b> <ul style="list-style-type: none"><li>• Took Fans out of budget</li><li>• Budget is now \$1000</li><li>• Wants frame for hood</li><li>• Changed portable room size to 5'X7'</li></ul>	DUB
	<b>Tasks</b> <ul style="list-style-type: none"><li>• Concept generation</li><li>• Solidworks model (potentially)</li><li>• Research more materials</li><li>• Technical Analysis</li><li>• Presentation</li></ul>	

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
Katie	Fluids Analysis	End of Oct
Daniel	Structural Analysis	End of Oct.
Hannah	Filter Analysis	End of Oct.
All Members	Material and Presentation	End of 10/20

Daniel	Meeting minutes	10/17/2018
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