

# MEETING MINUTES

## Topic: Capstone Meeting

Wednesday, September 19, 2018

5:00 pm – 6:45pm pm

Minutes recorded by  Daniel Marquez

Meeting called by  Hannah Reed

Attendees:  All Group Members

Table 1. Record of meeting.

<b>5:00 pm to 5:30 pm</b>	<b>Discussion of Project Description</b> <ul style="list-style-type: none"><li>• Discussion led by Dr. Trevas</li><li>• Team noted what we went over with Dr. Becker</li><li>• The team discussed with Dr. Trevas what were the customer requirements needed for clean room</li></ul>	Dubois Room 11
<b>6:20 pm to 6:30 pm</b>	<b>Discussion of the specifics of clean room</b> <ul style="list-style-type: none"><li>• Discussion led by Dr. Trevas</li><li>• Katie Hoffman went over the notes and rough sketch that Dr. Becker did for our project</li><li>• Hannah discussed the some of the issues of using acrylic over polycarbonate.</li><li>• Daniel discussed the difference between the clean box and the clean room</li><li>• Dr. Trevas suggested to look for alternatives for the fan and to look at other options that might be cheaper.</li></ul>	Dubois Room 11
<b>6:30 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The team agreed to do research on clean rooms.</li><li>• We will have options for materials and what can be used for easy maintenance.</li><li>• The team will have different prices available for materials, fan, and fan filters.</li></ul>	Dubois Room 11

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Research: Fan Unit, Clean room structures	Katie Hoffman	9/19/18	
Research: Fan Filters, Clean room structures	Daniel Marquez	9/19/18	
Research: Acrylic vs Polycarbonate materials.	Hannah Reed	9/19/18	

**Next formal meeting: 9/19/18, room 11,Dubious, at 6:00pm.**