

MEETING MINUTES

Topic: EGR 386W Team Meeting 1

Date: Tuesday, November 6, 2018

Time: 9:30am – 10:40 pm

Location: Dr. Beckers Office Room 203

Minutes recorded by Daniel Marquez

Meeting called by Daniel Marquez

Attendees: All group members

Table 1. Record of meeting.

Executive Summary	The team met with the client to ask various questions in regards to the project. The team gained a better vision of what the client desires.	
Presented Clean room visuals	<p>Team Member Questions</p> <ul style="list-style-type: none"> ● Katie Hoffman <ul style="list-style-type: none"> ○ Went over the two fans that the team was looking at ● Hannah Reed <ul style="list-style-type: none"> ○ Demonstrated the portable hood utilizing a solid works drawing ○ Talked about the window opening in the portable hood. ● Daniel Marquez <ul style="list-style-type: none"> ○ Demonstrated the clean room drawing using a 3d CAD model ○ Went over the framing of the room and the possibility of mobility for the room 	
9:30 am to 10:40 am	<p>Discussed the Clean Room Project</p> <ul style="list-style-type: none"> ● Team asked various questions in regards to the project. ● Filter and Fan will be purchased and will have their own classification. ● Room will have slits as entrance ● Floor plan for room changed to 5x7x8 smallest, 6x8x8 ft biggest ● Want to start ordering by December ● Testing for pressure using transducers ● Room will have 1 to 2 ft as entrance 	Rm 203 EGR Building

Next Meeting	Meeting again 11/07/2018 time TBD	In Lab at North Campus
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Look over different structures and materials	Team	11/07/2018	
Engineering Analysis	Individual	11/9/2018	

Next formal meeting: 1/28/18, Cline Library Rm 185, at 2:00 pm.
Next members responsible for agenda: Nestor Rodriguez,
and meeting minutes: Fares Alotaibi.