

ACTION ITEMS

TEAM: 23 Clean Room

Due Date:

Monday, February 18th, 2019 5:00pm

The following are the Action Items from last week:

Team Member: Katie Hoffman

Action Item	Date Due	Date Completed	Result/Proof of Completion
Meet with Dr. Becker in regards to budget	Feb. 14, 2019	Feb. 14, 2019	Went to Dr. Becker to discuss the budget and complications with the room. Appendix A
Continued Work on Individual Tech analysis	Feb. 18, 2019	Feb. 18, 2019	Started on the Tech analysis on ANSYS. Appendix B
Met with Oman	Feb. 14, 2019	Feb. 14, 2019	Discussed my concerns with the room, budget, and deadlines.

Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Emailed Trevas on sponsorship waiting on response	Feb 1 2019	Feb 18 2019	Waiting on response
Talked to Mr. Perry and machine shop manager on welding	Feb 18, 2019	Feb 18, 2019	They informed me that students cannot weld aluminum but the team can submit a work order Appendix C
Last of the Editing read through the final report	Feb. 18, 2019	Feb. 18, 2019	The Report looks to be about done ready to submit soon

Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Found the power cord for the fan filter units.	Feb. 15, 2019	Feb. 17, 2019	Found the cord at the Home Depot and picked the one better suited for the job. See Appendix D

Found a technical analysis topic and spent time researching different material properties.	Feb. 15, 2019	Feb. 12, 2019	Emailed Dr. Hewes to check availability for him to check over some of the calculations and a simpler way to solve for the system. Meeting with him on tuesday during office hours.
Worked on compiling things for the hardware review.	Feb. 18, 2019	Feb. 12, 2019	Went to the machine shop to make sure everything we had at the time was stored away. Another team had stolen our locker and stored all their stuff on ours. Talked to the staff and had to get a new locker. Informed the team that we have locker #4 now.
Worked on the report for a bit. Mainly reading through and making small edits to grammar.	Feb. 18, 2019	Feb. 18, 2019	The word document is set to log the changes made by everyone.

The following are the Action Items for next week:

Team Member	Action Items	Date Due
Katie Hoffman	<ol style="list-style-type: none"> 1. Continue work on editing the Final Report (approx. 1 hours) 2. Work on Individual Tech analysis (approx. 4 hours) 3. Get exact measurements of each component of the room to get a quote (approx. 2 hour) 4. Work on the Hardware Review Summary (approx. 2 hours) 	<ol style="list-style-type: none"> 1. Feb. 25, 2019 2. Feb. 25, 2019 3. Feb. 21, 2019 4. Feb. 21, 2019
Daniel Marquez	<ol style="list-style-type: none"> 1. Research how to make transducer work (2hrs) 2. Meet with team on when to submit work order (1 Hr) 3. Try to work on the other aspects of the Clean Room visit home depot for construction ideas (2 hrs) 4. Hardware Review Summary (2 hrs) 	<ol style="list-style-type: none"> 1. Feb. 25, 2019 2. Feb. 25, 2019 3. Feb. 25, 2019 4. Feb. 25, 2019
Hannah Reed	<ol style="list-style-type: none"> 1. Work on the exact measurements for the room frame (1hr) 2. Proofreading and editing report (2hrs) 3. Individual Analysis (2hrs) 4. Hardware review notes and summary (2hrs) 	<ol style="list-style-type: none"> 1. Feb. 22, 2019 2. Feb. 25, 2019 3. Feb. 25, 2019 4. Feb. 22, 2019

Appendix

Appendix A

Meet Thurs. - Clean Team Inbox x



Katie Hoffman

Wed, Feb 13, 8:13 PM (5 days ago)

Good evening, I apologize for the late email. I was wondering if I can meet with you Thurs. 2/14 at 10am in your office to discuss the tear



Timothy A. Becker

Wed, Feb 13, 8:21 PM (5 days ago)



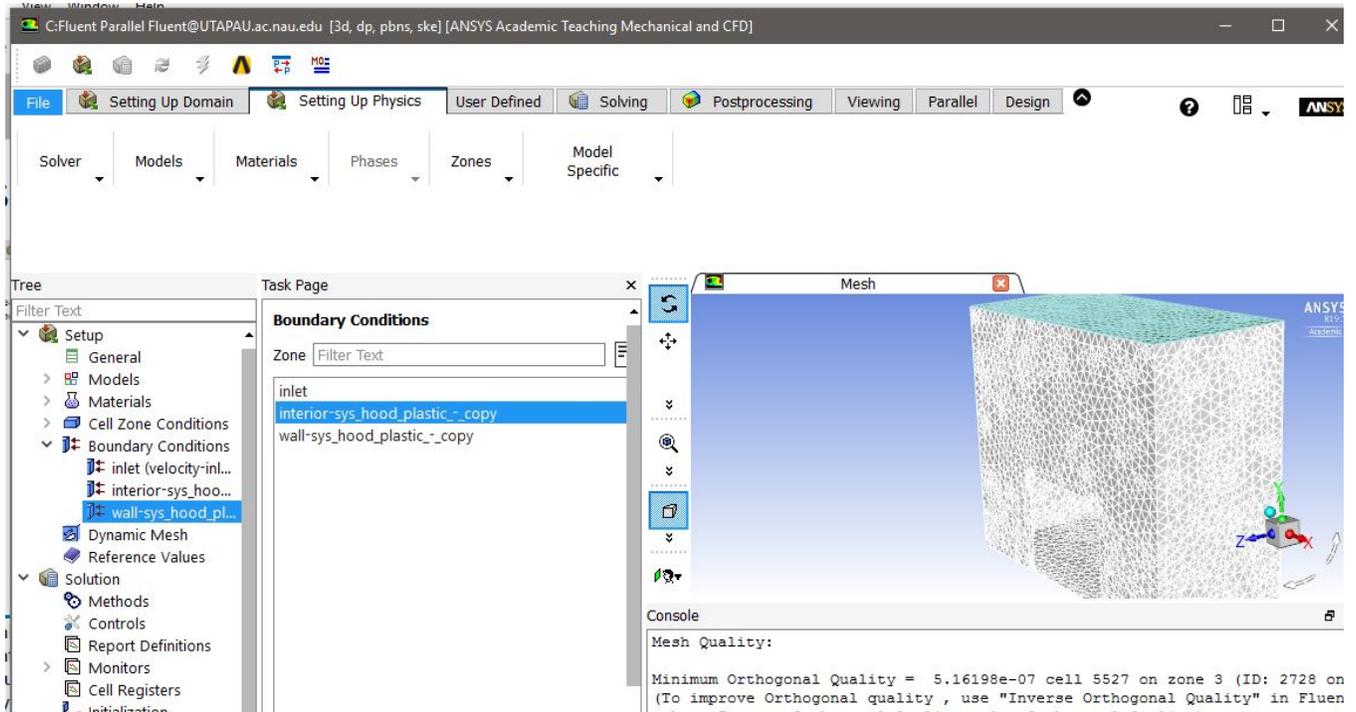
to me ▾

I have class till 10:50a. Can you do later in the day? I'll be in the lab 2-3:30p.

DrB

Tim Becker, PhD
Associate Professor of Practice
Co-Director, Bioengineering PHD Program

Appendix B



Appendix C

WORK ORDER FORM

NAU FAB SHOP
Building 58C, NAU Campus
McConnell Drive and San Francisco St.
Phone: 520-223-2521

Date: 2/18/19
Name (Last, First): Klayvee D. Dancet
Phone: (480) 223-2423
Email: dan.286@nau.edu
Charge Number: _____ Class fees: _____ Or CAPSTONE:
Department, Class, Project: ME ME 486 C, Clean Room Project
Date Needed By: Feb, 2019 Note: Allow 2 weeks for machining
Technical Advisor Approval: _____ Or Approval Email Attached:
Job Description: _____
Material: _____
Machine Operations Required*:
Stock Material Provided and Labeled: SolidWorks Drawings Attached:
*If CNC required, request for SolidWorks file will be sent to your email.

Shop Managers complete the following:

WORK ORDER #:	* Must match work order spreadsheet		
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Shop time (hours, minimum of 1)	\$0.00	
	Setup and cleanup fee (if applicable)	\$0.00	
Special tooling and materials purchased by shop (Requisition Form Required):			
	Windowing gear box		
	Shaft displays		
	Gear displays		
		Labor Total	
		Materials Total	
		TOTAL	



NORTHERN ARIZONA UNIVERSITY
FLAGSTAFF

Machinist Approval: (Signature)
TRC

Machinist Name: (Printed)
Tom C

Signature for Completion:
TRC

Date of Completion: _____

CHECKLIST:

- ALL SECTIONS COMPLETED
- CHARGE NUMBER OR CAPSTONE PROJECT APPROVAL VERIFIED
- WORKABLE DRAWINGS
- MATERIAL PROVIDED

Appendix D

