

# ACTION ITEMS

## TEAM: 23 Clean Room

Due Date:

Monday, March 25th, 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
Finished midpoint presentation	March 11, 2019	March 11, 2019	Created and worked on the midpoint presentation.
Went to Mayorga's to get a new quote	March 12, 2019	March 12, 2019	Went to Mayorga's to get a new quote on room. Appendix A.
Work and finish Midpoint Report.	March 15, 2019	March 15, 2019	Team members worked together to accomplish Midpoint report.
Went to Mountain Shine to get a new quote	March 12, 2019	March 12, 2019	Went to Mountain Shine to get a new quote for room. Appendix B.
Started Poster	March 25, 2019	March 25, 2019	Started the Poster and shared with Team
Started the Operations Manual	March 25, 2019	March 25, 2019	Started the Operation Manual and shared with Team

### Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Submitted Work Proposal for welds	Mar 25, 2019	Mar 15, 2019	Talked to workshop manager, finished welds over spring break
Picked up and delivered polycarbonate to 98c	Mar 25, 2019	Mar 14, 2019	Picked up glass from palomino mistake was made with front panel
Arranged to get front Panel reordered and fixed	Mar 25, 2019	Mar 14 2019	Palomino Glass fixed front panel and was picked up 3/25/19

Finished Midpoint report	Mar 15, 2019	Mar 15, 2019	report was completed
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## Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Edited and proofread the midpoint report.	Mar. 15, 2019	Mar. 15, 2019	Edits tracked in the word document shared with the rest of the team and submitted for grading.
Epoxy the hood together.	Mar. 26, 2019	Mar. 25, 2019	Completed epoxying the hood together, over spring break, is still curing. Appendix C.
Assemble the hood.	Mar. 26, 2019	Mar. 25, 2019	I drilled the holes and hardware is ready to be installed once the epoxy is done curing to the polycarbonate.
Work on the Midpoint Presentation and turned in.	Mar. 11, 2019	Mar. 11, 2019	Worked together with the team to complete the presentation.
Purchased the power cords for the fan units.	Mar. 26, 2019	Mar. 25, 2019	Can be seen in appendix D.
Picked up the redone piece of polycarbonate.	Mar. 26, 2019	Mar. 25, 2019	Picked up the Polycarbonate after Daniel informed the group it was finished. Can be seen in appendix E.

The following are the Action Items for next week:

Team Member	Action Items	Date Due
Katie Hoffman	<ol style="list-style-type: none"> <li>1. Work on Poster ( approx. 3 hours)</li> <li>2. Prep for HR2 (approx. 1 hour)</li> <li>3. Work and finish HR2 (approx. 2 hours)</li> <li>4. Work on Operations Manual ( approx. 3 hours)</li> </ol>	<ol style="list-style-type: none"> <li>1. April 1, 2019</li> <li>2. March 26, 2019</li> <li>3. March 29, 2019</li> <li>4. April 1, 2019</li> </ol>
Daniel Marquez	<ol style="list-style-type: none"> <li>1. Finish Presentation (2hrs)</li> <li>2. Glue Polycarbonate (4 Hr)</li> <li>3. Contact Workshop for work order (2 hrs)</li> <li>4. Build pressure sensor (6hrs)</li> <li>5. Finish Midpoint Report (5 hrs)</li> </ol>	<ol style="list-style-type: none"> <li>1. March. 13, 2019</li> <li>2. March. 15, 2019</li> <li>3. March. 13, 2019</li> <li>4. March. 18, 2019</li> <li>5. March. 15, 2019</li> </ol>
Hannah Reed	<ol style="list-style-type: none"> <li>1. Hardware Review 2 finished. (2hrs)</li> <li>2. Complete peer evaluation 2 (1hr)</li> <li>3. Help with poster (1hr)</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar. 29, 2019</li> <li>2. Mar. 31, 2019</li> <li>3. Apr. 1, 2019</li> </ol>

# Appendix

## Appendix A

Mountain Shine Custom Finishing  
 1300 S. Thompson St, STE B  
 Flagstaff, AZ 86001

**Estimate**

Date	Estimate #
2/25/2019	3089

Name / Address

Northern AZ University

Project

Description	Qty	Rate	Total
Sand Blasting Labor	2	100.00	200.00
Powder Coating - 2" Square Tubing	125	3.50	437.50
Cardinal Powder	7.5	16.00	120.00T
sales tax		8.951%	10.74

Phone #

928-774-3700

E-mail

contact@mntnshine.com

Web Site


mntnshine.com

**Total**

\$768.24

## Appendix B

120.5' - 1/2 x 1/8  $\square$  \$357.89  
Tx 32.03  
10' - .095  
\$1/cut  
need full drawings  
to estimate welding  
\$95/hour  
truck comes  
Mon./Tues.  
know Fri or Mon.



### Appendix C



### Appendix D

