

ACTION ITEMS

TEAM: 23 Clean Room

Due Date:

Monday, April 1st, 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 Hardware Review 2 Summary	March 29, 2019	March 29, 2019	Worked on and finished HR 2 Summary with team
Went to Mayorga's to Place the Steel frame order	March 28, 2019	March 26, 2019	Went to Mayorga's to place the steel order for the room's frame. Appendix A.
Had HR2 meeting with Oman .	March 26, 2019	March 26, 2019	The team met with Oman for HR2.
Worked on Poster	April 1, 2019	March 27, 2019	Worked on the Poster. The team can see my edits.
Worked on the Operations Manual	April 1, 2019	March 27, 2019	Worked on the Operation Manual The team can see my edits.
Did Peer Eval 2	March 30, 2019	April 1, 2019	Unfortunately couldn't do the Peer evals till Mon. Turned in.

Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Talked to Becker on meeting for lab	Apr 1, 2019	Mar 28, 2019	Came up with a date that worked and was able to meet with him
Started and Finished HR2	Apr 1, 2019	Mar 26, 2019	Met with Dr.Oman and showed the progress with our hood and room
Picked up steel Material from mayorgas	Apr 1, 2019	Mar 28, 2019	Talked to Katie and informed me mayorga had all the steel ready.

Dropped off Hood Frame to Becker's Lab	Apr 1, 2019	Mar 28, 2019	The hood frame was dropped off to his lab in order to assemble and test the hood in his lab
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Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Finished Hardware review 2	Mar. 29, 2019	Mar. 29, 2019	Worked on as a team and submitted to bblearn.
Completed Peer evaluation 2	Mar. 31, 2019	Apr. 1, 2019	Completed excel file and turned into bblearn.
Help with symposium poster	Apr. 1, 2019	~~	Was not completed.

The following are the Action Items for next week:

Team Member	Action Items	Date Due
Katie Hoffman	<ol style="list-style-type: none"> 1. Work on Poster (approx. 3 hours) 2. Work on Operations Manual (approx. 3 hours) 3. Meet with Hannah to assemble the hood (approx. 2 hours) 	<ol style="list-style-type: none"> 1. April 5, 2019 2. April 5, 2019 3. April 4, 2019
Daniel Marquez	<ol style="list-style-type: none"> 1. Work on Draft (2hrs) 2. Work on Poster (4 Hr) 3. Start Welding steel (10 hrs) 	<ol style="list-style-type: none"> 1. Apr 8, 2019 2. Apr 8, 2019 3. Apr 8, 2019
Hannah Reed	<ol style="list-style-type: none"> 1. Help with the Operation manual draft (2hr) 2. Help with poster (2hr) 3. Complete hood assembly and move to Becker's lab (2hr) 	<ol style="list-style-type: none"> 1. Apr. 5, 2019 2. Apr. 5, 2019 3. Apr. 8, 2019

Appendix

Appendix A



MAYORGA'S WELDING, INC.
 120 South Eiden St.
 FLAGSTAFF, ARIZONA 86001
 (928) 774-2636

CUSTOMER'S ORDER NO.

PHONE

NAME

DATE

ADDRESS

Kathy

5/27/19

SOLD BY

CASH

C.O.D.

CHARGE

ON ACCT.

MDSE. RETD.

PAID OUT

QTY.

DESCRIPTION

PRICE

AMOUNT

QTY.	DESCRIPTION	PRICE	AMOUNT
4	1" dia 8ft		
4	1/2" dia 12ft		
4	20" dia	case	95.00
4	11"		
4	48"	mat	312.78
4	84"		
8	69"	tab	28.00
2	93"		
	1 1/2" dia 8ft		
	12 P3", 4 P6"		
			435.78

Total due upon presentation. If the balance in your account at the end of any month is not paid by the tenth day of the following month, the account will be delinquent and a late payment fee of 1 1/2% of the account balance (which late fee will become a part of the account balance) will be charged. The late payment fee permits Mayorga's Welding, Inc. to be compensated for receiving entire payment, and is not intended to create a credit arrangement. In the event that Mayorga's Welding, Inc. takes steps to enforce collection of the amount due, all collection costs, court and attorney fees will be paid by purchaser.

RECEIVED BY

TAX

TOTAL

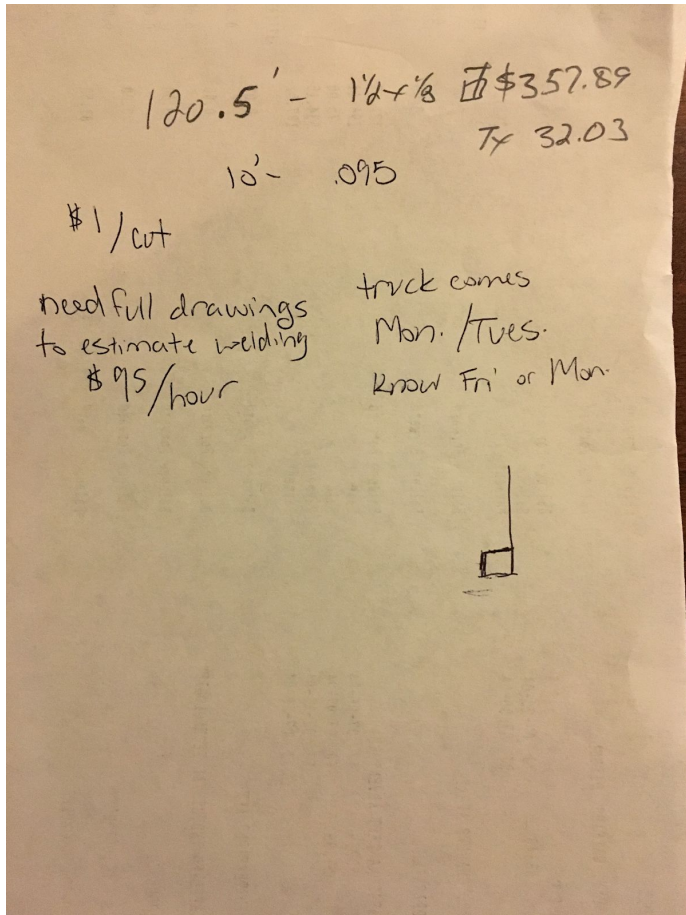
435.78

All claims and returned goods MUST be accompanied by this bill.

91498

Thank You

Appendix B



Appendix C



