

# ACTION ITEMS

## TEAM: 3-IRS

Due Date:

Monday, April 22, 2019 5:30pm

The following are the Action Items from last week:

### Team Member: Husain Alsaffar

Action Item	Date Due	Date Completed	Result/Proof of Completion
Finalize Chair Adjustments	04/22/19	04/22/19	Added final electrical holes to electrical box.
Finalize Poster	04/19/19	04/19/19	Submitted & Turned in

### Team Member: Casi Garcia

Action Item	Date Due	Date Completed	Result/Proof of Completion
Complete UGRADS Poster	04/19/19	04/19/19	Completed and submitted for printing.
Complete Final Presentation	04/22/19	04/22/19	Completed final presentation with updates from feedback.
Finalize Chair Adjustments	04/22/19	04/22/19	Added final electrical holes to electrical box.

### Team Member: Derek Pacheco

Action Item	Date Due	Date Completed	Result/Proof of Completion
Finalized chair height	04/19/19	04/19/19	Trimmed down final shaft to adjust chair height.

Finalize Poster	04/19/19	04/19/19	Submitted & Turned in
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**Team Member: Nicholas Schulz**

<b>Action Item</b>	<b>Date Due</b>	<b>Date Completed</b>	<b>Result/Proof of Completion</b>
Finalize Chair Adjustments	04/22/19	04/22/19	Added final electrical holes to electrical box.
Finalize Poster	04/19/19	04/19/19	Submitted & Turned in

The following are the Action Items for next week:

<b>Team Member</b>	<b>Action Items</b>	<b>Date Due</b>
Husain Alsaffar	<ol style="list-style-type: none"><li>1. Complete Operation Manual</li><li>2. Practice presentation</li><li>3. Final Report &amp; CAD Package</li></ol>	<ol style="list-style-type: none"><li>1. 04/26/19</li><li>2. 04/26/19</li><li>3. 04/29/19</li></ol>
Casi Garcia	<ol style="list-style-type: none"><li>1. Complete Operation Manual</li><li>2. Practice presentation</li><li>3. Final Report &amp; CAD Package</li></ol>	<ol style="list-style-type: none"><li>1. 04/26/19</li><li>2. 04/26/19</li><li>3. 04/29/19</li></ol>
Derek Pacheco	<ol style="list-style-type: none"><li>1. Complete Operation Manual</li><li>2. Practice presentation</li><li>3. Final Report &amp; CAD Package</li></ol>	<ol style="list-style-type: none"><li>1. 04/26/19</li><li>2. 04/26/19</li><li>3. 04/29/19</li></ol>
Nicholas Schulz	<ol style="list-style-type: none"><li>1. Complete Operation Manual</li><li>2. Practice presentation</li><li>3. Final Report &amp; CAD Package</li></ol>	<ol style="list-style-type: none"><li>1. 04/26/19</li><li>2. 04/26/19</li><li>3. 04/29/19</li></ol>