

# ACTION ITEMS

## TEAM: 3-IRS

Due Date:

Monday, April 29, 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 |
|---------------------------|----------|----------------|----------------------------|
| Practice presentation     | 04/26/19 | 04/26/19       | Slides turned in bblearn.  |
| Finalize operation manual | 04/28/19 | 04/28/19       | Submitted & Turned in      |

### Team Member: Casi Garcia

| Action Item           | Date Due | Date Completed | Result/Proof of Completion   |
|-----------------------|----------|----------------|--|
| Practice Presentation | 04/26/19 | 04/26/19       | Assigned slides to team members at an equal amount (4 slides per person) and practiced a couple of times before UGRADS presentation. |
| Final Report          | 04/29/19 | 04/29/19       | Added required section headers and information needed from midpoint report to final report: Testing and Conclusions                  |

### Team Member: Derek Pacheco

| Action Item                | Date Due | Date Completed | Result/Proof of Completion |
|----------------------------|----------|----------------|----------------------------|
| Complete Operations manual | 04/28/19 | 04/28/19       | Turned in on Bblearn       |
| Practice presentation      | 04/26/19 | 04/26/19       | Completed at UGRADS        |

|                                     |          |          |   |
|-------------------------------------|----------|----------|---|
| Start on Final Report & CAD Package | 05/03/19 | 04/28/19 | Upload in google drive. Layout has been completed |
|-------------------------------------|----------|----------|---|

### **Team Member: Nicholas Schulz**

| <b>Action Item</b>          | <b>Date Due</b> | <b>Date Completed</b> | <b>Result/Proof of Completion</b>                         |
|-----------------------------|-----------------|-----------------------|---|
| Complete Operation Manual   | 04/28/19        | 04/28/19              | Manual submitted.   |
| Complete chair maintenance. | 04/25/19        | 04/25/19              | Electrical wiring cleaned up. Functionality fully tested. |

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. Work on final report</li> <li>2. Update BOM</li> </ol>  | <ol style="list-style-type: none"> <li>1. 05/03/19</li> <li>2. 05/3/19</li> </ol>                       |
| Casi Garcia        | <ol style="list-style-type: none"> <li>1. Final Reports, edits and addition of sections</li> <li>2. Design poster that will go next to product</li> <li>3. Bill of Materials, add any materials I bought</li> </ol> | <ol style="list-style-type: none"> <li>1. 05/03/19</li> <li>2. 05/03/19</li> <li>3. 05/03/19</li> </ol> |
| Derek Pacheco      | <ol style="list-style-type: none"> <li>1. Complete Final Report</li> <li>2. Complete CAD Package</li> <li>3. Update website</li> </ol>  | <ol style="list-style-type: none"> <li>1. 05/03/19</li> <li>2. 05/03/19</li> <li>3. 05/03/19</li> </ol> |
| Nicholas Schulz    | <ol style="list-style-type: none"> <li>1. Coordinate Chair Installation</li> <li>2. Finish CAD Package</li> <li>3. Finish Final Report</li> </ol>   | <ol style="list-style-type: none"> <li>1. 05/08/19</li> <li>2. 05/03/19</li> <li>3. 05/03/19</li> </ol> |