

MEETING MINUTES

Topic: EGR 386W Team Meeting 1

Date: Tuesday, September 11, 2018

Time: 9:30am – 10:40 pm

Location: Dr. Beckers Office Room 203

Minutes recorded by Katie Hoffman

Meeting called by Katie Hoffman

Attendees: All group members

Table 1. Record of meeting.

Executive Summary	The team met with the client to ask various questions in regards to the project. The team gained a better vision of what the client desires.	
Questions	Team Member Questions <ul style="list-style-type: none">● Katie Hoffman<ul style="list-style-type: none">○ Is there a specific particle count that you desire?○ Can you elaborate more on your invisionment of the clean room?○ What are your desired dimensions for the fume hood?○ Is there potential for an increased budget if needed?● Hannah Reed<ul style="list-style-type: none">○ Do you have a height requirement for the structure and a prefered shape?○ Are there certain materials that you would prefer we don't use?○ What is your definition of protable pertaining to this project?○ What are the specifics that you want this project to meet/perform?○ If we could go above and beyond on one part of the project what would it be?● Daniel Marquez<ul style="list-style-type: none">○ How long does the filter fan need to last before maintenance?○ When designing the clean room and fume hood, can you elaborate more on the "easy" disassembly?○ Can you elaborate on the space you desire	

	for the clean room?	
9:30 am to 10:40 am	<p>Discussed the Clean Room Project</p> <ul style="list-style-type: none"> ● Team asked various questions in regards to the project. ● Filter and Fan will be purchased and will have their own classification. ● Two parts - Clean hood and a portable clean room ● Material preferred - Polycarbon or Plextglass (something that wont have an effect to Ethynol) ● For hood - potential 8" space for hands to go inside w/closable door ● For hood - 1" - 3" spacing between counter and hood ● Portable structure roughly 4' X 6' and 7' tall ● Requests that by December have a final design ● Customer Requirements <ul style="list-style-type: none"> ○ Weight ○ Portable - roughly 3-4 people to carry everything ○ Positive pressure ○ Clean ○ Visibility ○ Affordable ○ 	Rm 203 EGR Building
Next Meeting	Meeting again 10/05/2018 time TBD	In Lab at North Campus

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Research fans, portable clean rooms, and filters	Team	10/04/2018	
Create a Gantt Chart	Team	09/19/2018	
Create a QFD/HOQ	Team	09/19/2018	
Engineering Analysis	Individual	TBD	
Presentation 1	Team	Week of 9/24/2018	

Next formal meeting: 1/28/18, Cline Library Rm 185, at 2:00 pm.
Next members responsible for agenda: Nestor Rodriguez,
and meeting minutes: Fares Alotaibi.