

# ACTION ITEMS

## TEAM: 23 Clean Room

Due Date:

Monday, February 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
Went to Mayorga's for quote	Feb. 21, 2019	Feb. 19, 2019	Went to Mayorga's to get pricing of steel. Appendix A
Continued Work on Individual Tech analysis	Feb. 25, 2019	Feb. 25, 2019	Continued on the Tech analysis on ANSYS. First produced solution. Appendix B
Met with Dr. Acker on advice for ANSYS	Feb. 25, 2019	Feb. 22, 2019	I went to his office hours.
Hardware Review 1	Feb. 22, 2019	Feb. 21, 2019	Wrote HR1 memo with team.
Met with Omen on HR1	Feb. 20, 2019	Feb. 20, 2019	Met Omen for HR1
Picked up Polycarbonate	Feb. 25, 2019	Feb. 19, 2019	polycarbonate was accidentally shipped to the elk lodge The team went to pick it up and drop it off at 98

### Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Met with team on when to submit work order	Feb 25, 2019	Feb 19 2019	Met with Team on work Order discussed building drawings for work order
Hardware Review Summary	Feb 25, 2019	Feb 20, 2019	Added the needed pictures and summary for hardware review
Picked up Polycarbonate from the elk lodge	Feb. 25, 2019	Feb. 19, 2019	polycarbonate was accidentally shipped to the elk lodge katie and I were able to pick it up and drop it off at 98c

Talked to Mountain Shine custom finish for estimate	Feb 25, 2019	Feb 25, 2019	Was able to receive a proper estimate for the powder coating needed on the steel Appendix C
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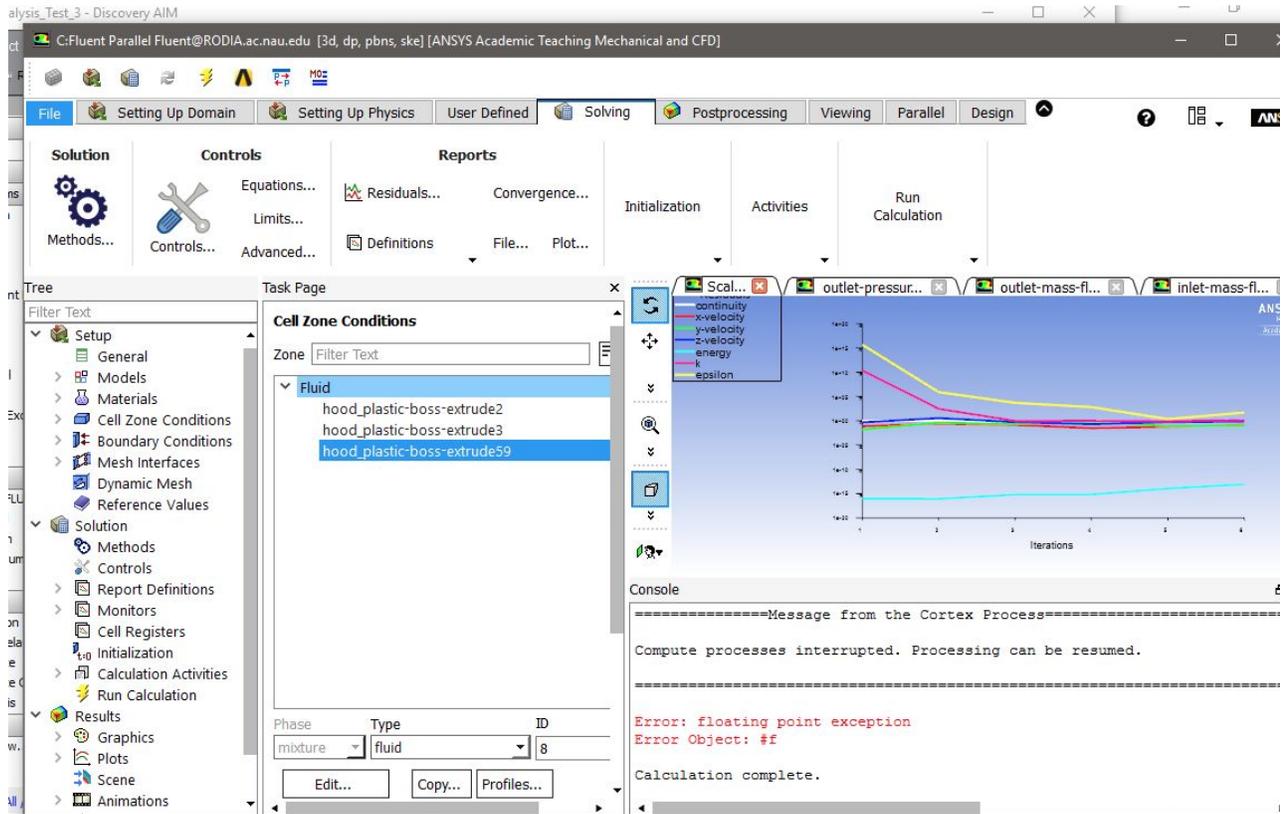
## Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Corrected the measurements for the room frame.	Feb. 22, 2019	Feb. 19, 2019	Corrected and finalized the dimensions for the room frame with the team before the hardware review.
Proofing and editing the report.	Feb. 25, 2019	Feb. 23, 2019	Was not completed to the extent that I had wanted to complete, about half an hour was done.
worked on individual analysis.	Feb. 25, 2019	Feb. 25, 2019	Met with Dr. Hewes and worked on calculations for the room frame.
Completed and turned in the hardware review.	Feb. 22, 2019	Feb. 22, 2019	Turned the hardware review in for the team and received the submission email.

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. Continue work on editing the Final Report ( approx. 1 hours)</li> <li>2. Work and finish Individual Tech analysis (approx. 5 hours)</li> <li>3. Meet with Dr. Becker to discuss recent research on the portable room (approx. 1 hour)</li> <li>4. Work on Hood (approx. 3 hours)</li> <li>5. Register for the UGRAD Symposium (approx. 1 hour)</li> </ol>	<ol style="list-style-type: none"> <li>1. March 4, 2019</li> <li>2. March 4, 2019</li> <li>3. March 4, 2019</li> <li>4. March 4, 2019</li> <li>5. March 1, 2019</li> </ol>
Daniel Marquez	<ol style="list-style-type: none"> <li>1. Meet with Becker on updated estimates (2hrs)</li> <li>2. Cut polycarbonate through Palomino Glass Company (2 Hr)</li> <li>3. Finish Drawings for Work Order on solidworks (3 hrs)</li> <li>4. Try to finish the polycarbonate hood after the cutting (4hrs)</li> </ol>	<ol style="list-style-type: none"> <li>1. March. 4, 2019</li> <li>2. March. 4, 2019</li> <li>3. March. 4, 2019</li> <li>4. March. 4, 2019</li> </ol>
Hannah Reed	<ol style="list-style-type: none"> <li>1. Work on and finish the technical analysis. (5hrs)</li> <li>2. Proofreading and editing report. (2hrs)</li> <li>3. Work on glueing the hood together. (1hr)</li> <li>4. Purchase the remaining parts for the hood at the Home Depot. (1hr)</li> <li>5. Finish putting the parts of the hood together. (1hr)</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar. 1, 2019</li> <li>2. Mar. 4, 2019</li> <li>3. Mar. 4, 2019</li> <li>4. Mar. 4, 2019</li> <li>5. Mar. 4, 2019</li> </ol>





## Appendix C

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	1.5	100.00	150.00
Powder Coating - 2" Square Tubing	100	3.50	350.00
Prismatic Powder	5	25.00	125.00*
sales tax		8.951%	11.19
<b>Total</b>			<b>\$636.19</b>

Phone # 928-774-3700

E-mail contact@mntshine.com

Web Site mntshine.com

Appendix D



