

ACTION ITEMS

TEAM: 23 Clean Room

Due Date:

Monday, April 15th, 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
Worked on Final Presentation	April 15, 2019	April 15, 2019	Worked on final presentation.
Did final testing	April 12, 2019	April 12, 2019	Worked final testing with team in Becker's lab. Submitted to BBlearn
Worked on Poster	April 15, 2019	April 15, 2019	Edited the UGRADs Poster.
ME exit survey	April 15, 2019	April 15, 2019	Submitted to BBlearn

Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Did Final Testing	Apr 15, 2019	Apr 12, 2019	Met at Beckers Lab
ME exit survey	Apr 15, 2019	Apr 15, 2019	Submitted to BBlearn
welded Roof for roof	Apr 15, 2019	Apr 15, 2019	Finished Roof now working on side walls of room appendix A

Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
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Helped with the Operation Manual.	Apr. 15, 2019	Apr. 15, 2019	Worked on the operation manual added tips for moving the hood unit and troubleshooting.
Helped with the Poster.	Apr. 15, 2019	Apr. 15, 2019	Changed the font size to 22 and edited/added material.
Complete testing	Apr. 12, 2019	Apr. 12, 2019	Completed the testing and submitted the assignment to Bblearn.
ME senior Exit survey	Apr. 15, 2019	Apr. 12, 2019	Submitted the proof on Bblearn.
Finished the CAD for the Hood	May. 3, 2019	Apr. 12, 2019	Completed and viewable in the testing assignment turned in to bblearn.

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 Operations Manual (approx 2 hours) 2. Work, finish, and submit on Poster (approx. 3 hours) 3. Work on Operations Manual (approx. 2 hours) 4. Edit Final Report (approx. 1 hour) 5. Work on UGRADS Presentation (approx. 3 hours) 	<ol style="list-style-type: none"> 1. April 22, 2019 2. April 19, 2019 3. April 22, 2019 4. April 22, 2019 5. April 22, 2019
Daniel Marquez	<ol style="list-style-type: none"> 1. Work on Operation Manual (2 Hr) 2. Finish Welding steel (8 hrs) 3. Work on FInal Report (1 hr) 4. Work on Ugrads (1 hr) 	<ol style="list-style-type: none"> 1. Apr 22, 2019 2. Apr 22, 2019 3. Apr 22, 2019 4. Apr 26, 2019
Hannah Reed	<ol style="list-style-type: none"> 1. Work on the the Operation manual (3hr) 2. Finish poster (2hr) 3. Make edits to the Final Report (1hr) 4. Work on UGRADS presentation (1hr) 5. Finish CAD packages (1hr) 	<ol style="list-style-type: none"> 1. Apr. 19, 2019 2. Apr. 18, 2019 3. Apr. 22, 2019 4. Apr. 26, 2019 5. May. 3, 2019

Appendix

Appendix A

4:30



Appendix B



Appendix C

Appendix D



Appendix E

