

ACTION ITEMS

TEAM: 23 Clean Room

Due Date:

Monday, April 29nd, 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 26, 2019	April 25, 2019	Worked on final presentation. Appx B
Helped Daniel with the Room Frame. Took to Mountain Shine	April 29, 2019	April 29, 2019	Helped Daniel with room frame. Appx A and took to Mountain Shine.
Helped Daniel assemble the frame	April 29, 2019	April 29, 2019	Helped Daniel assemble the frame.
Picked up the poster	April 23, 2019	April 23, 2019	Picked Up Poster. Appx C
UGRADs Presentation and Symposium	April 26, 2019	April 26, 2019	UGRADs Presentation and Symposium with Team. Appx D
Worked on and finished Operation Manual	April 26, 2019	April 26, 2019	Finished Operation Manual and Submitted to Bblearn.

Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Room is completed ready for powder	Apr 29, 2019	Apr 29, 2019	Room was assembled see appendix G for proof
Ugrads Presentations	Apr 26, 2019	Apr 26, 2019	Attended Undergrad Symposium App D
Pressure Testing completed	Apr 25, 2019	Apr 25, 2019	Worked With Chris Dr. Beckers Lab Assistant for pressure readings See Appendix H

Worked on Operation Manual	Apr 26, 2019	Apr 26, 2019	Added details on room assembly as well as troubleshooting
Took Room to Mountain Shine	Apr 29, 2019	Apr 29, 2019	Room was dropped off and will be finished before this friday.

Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Completed the Operation Manual.	Apr. 26, 2019	Apr. 26, 2019	Finished operation manual with the team and submitted to Bblearn.
Edits on Final Report	Apr. 29, 2019	Apr. 29, 2019	Fixed the layout of the Appendices, from numbered. Appendix F
UGRADS Presentation.	Apr. 26, 2019	Apr. 24, 2019	Completed the presentation (slides turned into Bblearn) and presented at UGRADS. Appendix D
Compiled Documents for the Website	May. 6, 2019	Apr. 22, 2019	Compiled all the Action Items into a folder to be uploaded to the website. Still need to compile presentations and reports. Appendix E

The following are the Action Items for next week:

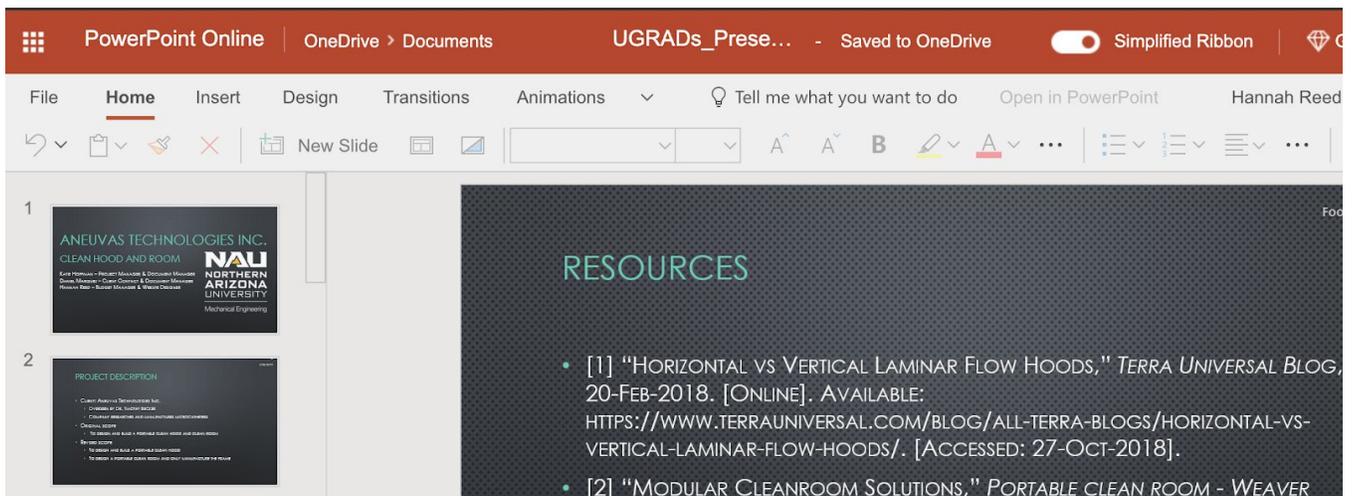
Team Member	Action Items	Date Due
Katie Hoffman	<ol style="list-style-type: none"> Edit Final Report (approx. 4 hour) Help Daniel assemble the room frame (approx. 2 hours) Take the room frame to Mountain Shine to be powder coated with Daniel (approx. 2 hours) Do Peer Evals (approx. 30 mins) 	<ol style="list-style-type: none"> May 3, 2019 April 29, 2019 April 30, 2019 May 6, 2019
Daniel Marquez	<ol style="list-style-type: none"> Final Report (4 Hr) Peer Eval (1/2 hrs) Pick up Room from Mountain Shine (2 hr) Finish CAD for Room (4 hr) 	<ol style="list-style-type: none"> Mayr 3, 2019 May 7, 2019 May 3, 2019 May 3, 2019
Hannah Reed	<ol style="list-style-type: none"> Compile the rest of the documents and photos for website. (1hr) Update and complete website (4hrs) Complete peer evaluations (30min) Complete the CAD drawings for the hood (4hr) Edit final report (2hr) 	<ol style="list-style-type: none"> May 2, 2019 May 6, 2019 May 7, 2019 May 3, 2019 May 3, 2019

Appendix

Appendix A



Appendix B



Appendix C

Appendix F

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Appendix G



Appendix H

