

ACTION ITEMS

TEAM: 23 Clean Room

Due Date:

Monday, April 8st, 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 Poster draft	April 5, 2019	April 5, 2019	Worked on the Poster and submitted to BBlearn.
Worked on the Operations Manual Draft	April 5, 2019	April 5, 2019	Worked on the Operation Manual. Submitted to BBlearn
Got together with the team to assemble the hood	April 4, 2019	April 4, 2019	Got together with the team to assemble the hood. Appendix B

Team Member: Daniel Marquez

Action Item	Date Due	Date Completed	Result/Proof of Completion
Worked on Operational Manual	Apr 8, 2019	Apr 5, 2019	Worked with team and submitted
Worked on Poster	Apr 8, 2019	Apr 5, 2019	Worked with team and submitted
Started Welding	Apr 8, 2019	Apr 8, 2019	Finished some components of the room need more work appendix A

Team Member: Hannah Reed

Action Item	Date Due	Date Completed	Result/Proof of Completion
Helped with the Operation Manual.	Apr. 5, 2019	Apr. 5, 2019	Worked on as a team and submitted to bblearn.

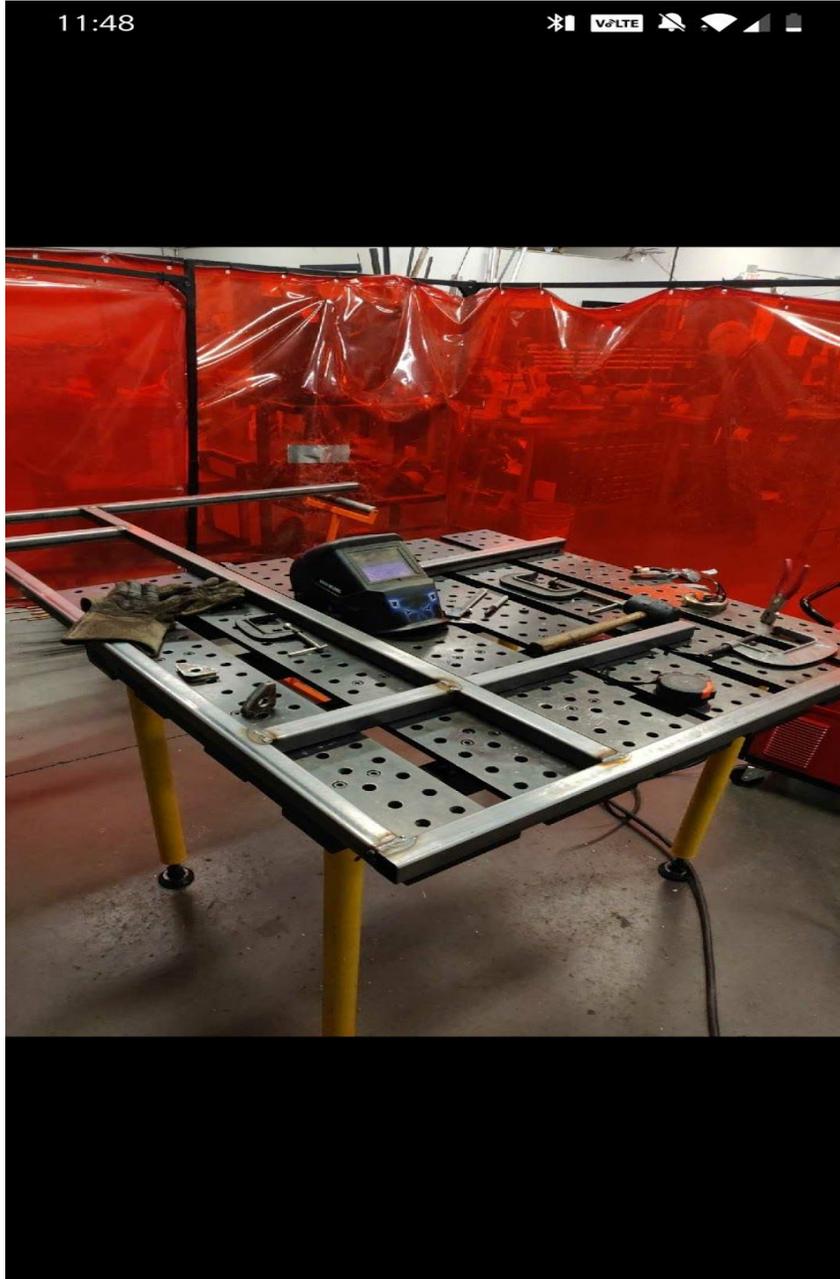
Helped with the Poster.	Apr. 5, 2019	Apr. 5, 2019	Worked on as a team and submitted to bblearn.
Assembled the hood in Becker's lab.	Apr. 8, 2019	Apr. 4, 2019	Completed and assembled the hood in Becker's lab with the team.
Testing demonstration video	Apr. 8, 2019	Apr. 8, 2019	Completed the proof of fully functional product with Daniel. Made PowerPoint for class.

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 Testing Procedures (approx. 3 hours) 2. Test the hood (approx. 3 hours) 3. ME Senior Exit Survey (approx. 30 mins) 4. Work on Poster (approx. 2 hours) 5. Work on Operations Manual (approx. 2 hours) 	<ol style="list-style-type: none"> 1. April 12, 2019 2. April 12, 2019 3. April 15, 2019 4. April 15, 2019 5. April 15, 2019
Daniel Marquez	<ol style="list-style-type: none"> 1. Product Testing (4 Hr) 2. Finish Welding steel (10 hrs) 	<ol style="list-style-type: none"> 1. Apr 15, 2019 2. Apr 15, 2019
Hannah Reed	<ol style="list-style-type: none"> 1. Help with the Operation manual (1hr) 2. Help with poster (2hr) 3. Complete testing for hood (2hr) 4. ME senior exit survey (20min) 	<ol style="list-style-type: none"> 1. Apr. 15, 2019 2. Apr. 15, 2019 3. Apr. 12, 2019 4. Apr. 15, 2019

Appendix

Appendix A



Appendix B



Appendix C

Appendix D



Appendix E

