

Team Meeting

2/14/2019
Library 306 C

Type of meeting:	Meeting with Client
Note taker:	Chufu

Attendees: Whole team

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: YJ

Discussion:

This week, the safety moment was about Cardiac Arrest

- Based on Sudden Cardiac Arrest (SDA) Foundation, SCA is the third leading cause of death in the U.S.
- Approximately 356,000 people in the U.S. experience EMS-assessed out-of-hospital non-traumatic SCA each year. And nine out of 10 victims die. (Less than 10% survive)
- Now we know it's an important issue, but how to increase the chance of survival?
 - NOTICE the AEDs in the buildings!
 - Using AEDs to perform cardiopulmonary resuscitation (CPR) within the first three minutes of cardiac arrest could increase the chance of survival by 75%.

Agenda item: Drawings Update

Presenter: The Team

Discussion:

- Discuss about the drawing the team did so far
- YJ asked the question about if we are supposed to delete the blue box in communication outside
- The team asked that what the SEL-2812MR is
- Kat asked the question about the line of back-up protection diagram.
- Patrick requested that the team change the name of new given drawing, keep figuring out the connection of new given drawing.
- And we discuss the Voltage regulator (Remove)?

Conclusions:

Patrick and cole will get back to us when they are able to. The team must go back to old drawings and rename the panel, especially SD-26-3-7, SD-26-3-8, SD-26-3-5. And keep doing the new drawing which is W-.

Action items	Person responsible	Deadline
✓ Cole will get back to us about drawings	B&V	2/21
✓ Finish new given drawing	Team	2/21
✓ Finish all drawings	Team	3/14
✓ Correct the SD-26-3-7, SD-26-3-8, SD-26-3-5	Team	2/21

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Cole and Patrick will give more feedback about the drawings we done		2/14/2019	2/21/2019			
Complete drawings	Team will be completing drawings by spring break	1/31/2019	3/14/2019			

