

Team Meeting

2/28/2019

Durham 114

Type of meeting:	Meeting with Client
Note taker:	Tam

Attendees: Whole team

Please read:

Please bring: Laptop

Minutes

Agenda item: Safety Moment

Presenter: Kat

Discussion:

This week, the safety moment was about hand washing in the workplace.

- 56% of American report seeing coworkers leave a workplace restroom without washing their hands.
- There are 10 steps to wash hands:
 - Wet hands with water.
 - Apply enough soap to cover all hand surfaces.
 - Rub hands palm to palm.
 - Right hand over left dorsum with interlaced fingers and vice versa.
 - Palm to palm with fingers interlaced.
 - Backs of fingers to opposing palms with fingers interlaced.
 - Rotational rubbing of left thumb clasped in right palm and vice versa.
 - Rotational rubbing, backward and forward with clasped fingers of right hand in left palm and vice versa.
 - Rinse hands with water.
 - Dry thoroughly with a single use towel.
 - Use towel to turn off faucet.
 - Enjoy cleaned hands.

Agenda item: Drawings Updates

Presenter: The team

Discussion:

- **Layout Drawings**
 - Nur and Tam showed Patrick the changes that the team made in W01, W02, W04, and W06.
 - Tam asked Patrick whether CB 311 and CB 312 are CB1 and CB2. He said yes.
 - Tam asked Patrick whether CB 317 is CB4, and he said he doesn't know, need to check with Cole.

- **RTU**

