Team Meeting

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

- o 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

- o YJ shared the changes he made in this drawing.
- YJ asked about the revision cloud; whether have to put a cloud on moved things (but unchanged connection. Patrick said if the connection still same, it won't need revision cloud.
- o Patrick and Cole will go more in depth during Spring Break.

Conclusions:

- CB 311 and CB 312 are CB1 and CB2.
- Doesn't need revision cloud on moved things (but unchanged connections).
- In the next meeting, we will have the rest of the layout drawings finished and start wrapping them up.

Agenda item: Outside request Presenter: The team

Discussion:

• Team asked Patrick to have more engineering works like calculations because their advisor and class professor wanted it. Patrick said he will discuss with Cole about it.

Conclusions:

• Patrick will discuss with Cole to give the team more works.

Action items		Person responsible	Deadline
1	Give feedback on drawings	Cole and Patrick	3/24
1	Finish the other layout drawings	Team	2/28

Action Item List						
Item	Description	Date Added	To Be Completed By	Date Closed	Scheduled Completion Date	Notes
Cole and Patrick will give us feedback on all the drawings by the end of Spring Break		2/14/2019	3/24/2019			
Complete drawings	The team will be completing and finalizing all drawings by the start of Spring Break	1/31/2019	3/14/2019			

Other Information

Resources:

Communication RTU, W01, W02, W04, W06 **Special notes:** None