

# Agenda For The Third Meeting of OpenVent.org

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## Meeting Information

Host: Tancred Yip

Date: 03/27/2020

Time: 1500 UTC

Location: Remote

## Agenda Items

1. Opening, welcome, and roll call
  - I. 5 minute Waiting Period
  - II. New Member Introductions
2. Review & Adoption of Agenda
3. Reading & Approval of Minutes
4. Team Lead Reports (with inter-team discussion)
  - I. Mechanical Engineers
  - II. Designers
  - III. Electronics Engineers
  - IV. Source Code Developers
  - V. Procurement Team
  - VI. Prototyping Team
5. Specialist Reports (if available; with inter-team discussion)
  - I. Medical Reports
  - II. Blower Design Reports
  - III. Motor Controller Design Reports
  - IV. Filter Design Reports
  - V. Logic Design Reports
  - VI. UI/QT Design Reports
6. Unfinished Business
  - I. Incompleted Tasks
  - II. Tabled discussions
7. New Business ( $\leq 30m$ ) Discussions
  - I. TBD
8. Announcements
  - I. List missing members.
  - II. What/how to communicate to members what they missed.
  - III. Confirmation of next meeting
9. Proposals for next meeting discussions
10. Adjournment

## Schedule Constraints

- List any constraints you have on meeting schedule so we can accommodate you

