

Team Meeting

Date: 11/27/22

Time: 7:00 - 8:00

Location: Online

Meeting called by: Abhi

Type of meeting: Finalizing

Facilitator: Ahmed

Note taker:
Franco

Timekeeper: Nikita

Attendees:

Abhi, Ahmed,
Franco, Nikita

Please read:

<https://www.vivifsystem.com/blog/2018/1/13/must-have-s-for-a-stem-lab>

Please bring:

Ourselves

60 Minutes

Agenda item: Figuring out how to organize the budget for each STEM field.

Presenter: Ahmed

Discussion:

Ahmed stated a clear number for the budget that helped us move forward with the process.

Conclusions:

We came up with a number for the expected budget.

Action items	Person responsible	Deadline
✓ Finding valid websites/sources	Ahmed	11/29
✓ Comparing different categories(pricing)	Ahmed	11/29
✓ Fully using up budget	Ahmed	11/29

Agenda item: Updating/finalizing project research.

Presenter: Nikita

Discussion:

Nikita discussed different options and ideas for common/advanced budget lab products. Giving us a more specific focus.

Conclusions:

We determined the products and supplies we would need for the basic and advanced budget of the lab.

Action items	Person responsible	Deadline
✓ Finalized products/supplies	Nikita	11/29
✓ Pitching any other changes	Nikita	11/29
✓ Creating presentation slides	Nikita	11/29

Agenda item: More Research on Products and Budget Calculation

Presenter: Franco

Discussion:

Discussed how to calculate the budget using a reasonable number of students..

Conclusions:

Team agreed on basing their calculations on a number of 24 students.

Action items	Person responsible	Deadline
✓ Finalized products/supplies for the presentation	Franco	11/29
✓ Pitching any other ideas for information needed	Franco	11/29
✓ Updating presentation slides	Franco	11/29

Conclusions:

Finalized all other regions, and started to create a presentation on findings.

Action items	Person responsible	Deadline
✓ Discussed details of slides like how many slides should be allotted for each field.	Abhi	11/29
✓ Come up with citations for given sources and Final Budget.	Abhi	11/29
✓ Come up with a way to present the budget logically and clearly.(Updating slides)	Abhi	11/29

Other Information**Resources:**

<https://www.enasco.com/p/Customary-Metric-Tape-Measures---Pkg-of-10%2BTB15183>

https://www.stakb.org/stemlab/CatholicSchool.php?op=Cost_Stemlab

Special notes:

Just interesting information found.