

**Hours this Week**

	Total Hours	Hours w/ Team	Hours Helping
Chase	2	1	0
Andy	3	1	0
Jay	3	1	0

**Meeting Time & Location:**

Thursday 24 October 2019, 6pm

Dearborn 211

**In Attendance:**

Chase Pixley

Andy Zhang

Jay Garmondeh

**Unknown/Risks:**

- How to get lab passes
- How the microwave annealing chamber will be built

**Tasks from This Week****Jay**

- Instructor Scope Meeting - 20 minutes
- Technical Mentor Meeting - 20 minutes
- Technical Mentor Slides
- Google Site

**Chase**

- Instructor Scope Meeting - 20 minutes
- Technical Mentor Meeting - 20 minutes
- Round out start-up packet - 30 minutes
- Weekly meeting notes - 30 minutes

**Andy**

- Instructor Scope Meeting - 20 minutes
- Technical Mentor Meeting - 20 minutes
- Collecting relevant literature - 1.5 hours
- Client Update Email - 30 minutes

**Tasks for Next Meeting****Jay**

- Read assigned literature
- Prepare slides for Client Meeting on 10/28

**Chase**

- Read assigned literature
- Prepare slides for Client Meeting on 10/28

**Andy**

- Read assigned literature
- Prepare slides for Client Meeting on 10/28

**Next team meeting: 28 October 2019, 1:50pm - Dearborn 211**