

Hours this Week

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

Meeting Time & Location:

Thursday 17 October 2019, 6pm

Dearborn 213

In Attendance:

Chase Pixley

Andy Zhang

Jay Garmondeh

Unknown/Risks:

- Funding for lab passes
- How the microwave annealing chamber will be built

Tasks from This Week**Jay**

- Team Protocols creation - 1 hour
- Engineering Requirements creation - 20 minutes
- Setting up Block Diagram (4 November, 2pm) and Instructor Scope (21 October, 2:20pm) meetings - 5 minutes
- Project timeline review - 5 minutes

Chase

- Final read-through and submission of Team Protocols - 5 minutes
- Engineering Requirements creation - 20 minutes
- Weekly Meeting Notes - 30 minutes
- Setting up Block Diagram (4 November, 2pm) and Instructor Scope (21 October, 2:20pm) meetings - 5 minutes
- Project timeline review - 5 minutes

Andy

- Engineering Requirements creation - 20 minutes
- Final read-through of Team Protocols - 5 minutes
- Setting up Block Diagram (4 November, 2pm) and Instructor Scope (21 October, 2:20pm) meetings - 5 minutes
- Project Timeline creation and submittal - 20 minutes

Tasks for Next Meeting**Jay**

- Read assigned literature

Chase

- Read assigned literature

Andy

- Read assigned literature

Team

- Prepare for instructor scope meeting
- Attend instructor scope meeting

Next team meeting: 21 October 2019, 2pm - Kelley Engineering Center