08.29.2024

**Initial Team Meeting**

Time: 10:30 - 11:30 am

Team members present: All

Topics discussed/notes:

* Team Charter
* When2meet
* Exchange contact info

09.02.2024

**Work Session**

Time: 10 - 11:30 am

Team members present: All

Topics discussed/notes:

* Team Charter

09.11.2024

**Interview**

Time: 10:30 - 11:15 am

Team members present: All

Topics discussed/notes:

* Had meeting with Anne and Joanie

09.18.2024

**Team Meeting**

Time: 10 - 11:30 am

Team members present: All

Topics discussed/notes:

* Met with Matt to get resources he had found such as tubing and transfusion sets

09.22.2024

**Team Meeting**

Time: 3 - 5 pm

Team members present: All

Topics discussed/notes:

* Edits to WA 3
* Presentation
* Short term goals for research, prototyping, networking

09.23.2024

**Lab Meeting**

Time: 8:30 - 11:30 am

Team members present: All

Topics discussed/notes:

* Research literature reviews
* Individual brainstorming and sharing as a group
* Looked into ordering materials

09.25.2024

**Team Meeting**

Time: 10:00 - 11:30

Team members present: All

Topics discussed/notes:

* Interviewed nurse to gain insight into the blood transfusion process
* Worked on WA4

09.29.2024

**Team Meeting**

Time: 7:45 - 9:30

Team members present: All

Topics discussed/notes

* Overview of WA 4
* Brainstorming - component-specific
* Trade Studies for three components started

10.01.2024

**Class Meeting**

Time: 11-11:20

Team members present: All

Topics discussed

* Going to the superstore tomorrow

10.02.2024

**Medical Supply Store**

Time: 9 am

Team member: Darcy and Jason

Topics

* Attempted to go to superstore but did not have the right medical supplies we were looking for
* Plan to research and order materials online

10.20.2024

**Team Zoom**

Time: 6:30-7:30 pm

Team members present: All

Topics discussed

* Worked on slides for presentation #2

10.22.2024

**Team Meeting**

Time: 10-11:30 am

Team members present: All

Topics discussed

* Worked prototyping and WA #5
* Discussed testing plan and criteria most important to us

10.20.2024

**Team Zoom**

Time: 7:30-8:30 pm

Team members present: All

Topics discussed

* Finalized WA #5

11.03.2024

**Team Meet with Client**

Time: 4:30-6:30 pm

Team members present: All

Topics discussed

* Called with Joanie and Annie for prototype update and feedback
* Continued prototyping
* Began testing

11.05.2024

**Team Zoom**

Time: 10:30-11:30 am

Team members present: Darcy and Hannah

Topics discussed

* Worked on testing metrics in the foundry
* Jason and Micheala’s testing did not require them to be in the foundry, so they did their test on their own time