

GM, PM & APM Meeting (v. 1.1)
BE-404, Fall '09, Dr. C. S. Tritt

Welcome back. Now get to work.

Timeline/Deadlines

- Logbooks – Drop off in L-350 by 4:00 on Tuesday, September 8. Books will be ready for pickup in L-350 by noon Thursday, September 10.
- Individual Memos and Book Reports and Team Memos – electronic versions due by noon, Wednesday, September 9.
- System Design Review Documents – 1 printed copy and electronic version due by noon, Monday, September 14.
- Device Design Records – Place printed copy or CD in S-327 by noon, Monday September 14.
- Friday, September 11 – Adjust times? Current plan – Noon Team 2; 12:30 Team 4; 1:00 Team 5; 1:30 Team 6; 2:00 Team 7 and 2:30 Team 8 (BE-404 lab period) – Meet with each team individually to discuss progress and answer questions regarding design document, procedures and expectations.
- Friday, September 18 – between noon and 3:00 – System design reviews – 1st three teams.
- Friday, September 25 – between noon and 3:00 – System design reviews – other three teams.

Locker Space

Do we need 6 lockers? Can/should some teams work in S-365.

Lab Safety Policies (S-327)

See room specific handout for complete details. For more information on MSOE's general environmental health and safety plan see <http://inside.msoe.edu/facilities/ehs>.

No food or drink in lab. This will be strictly enforced.

Keep lab neat. Label your stuff and your work area with your team number.

No open toed shoes or shorts (I'm working on getting this changed – but it is the rule for now).

Know where the fire extinguisher is located and how to use it. Extinguishers should only be used on incipient (small, just getting started) fires. Fires spread quickly so you should generally just leave the room and pull the alarm when there is a fire. Pull the circuit breakers and close the door behind you if possible. Know the location of the rally point (the Athletic Field) and assemble there after evacuation. Don't re-enter the building until someone from Public Safety gives the "all clear" at the rally point.

In case of minor injury, there is a first aid kit in S-350. For major injuries call MSOE Public Safety at x-7159 or 414-277-7159 (which should be entered into you mobile phone). The policy is to call Public Safety, not 911. This allows Public Safety to have an officer meet the emergency responder and bring them to the room. In case of a body fluids "spill," notify Facilities Manager at x-7165 or (414) 277 7165.

MSDSs for all chemicals routinely used in the lab are available in a web accessible database (contact Dr. Tritt for details). Bringing other chemicals into the lab is prohibited. I working on clarifying this rule with regard to small amounts of solvents, adhesives, sealants, etc. that can be purchased at hardware and home center stores and will be used on projects. For now, take anything you plan to use in the lab to the Tech Support Center (TSC) for their approval prior to bring it into the lab. It is important that you buy materials in the smallest quantities available that will meet your needs. This minimizes storage issues and disposal costs.

Wear PPE as appropriate. Remember my rule – if you think to yourself "I could hurt myself doing this." Don't dismiss the thought. Get PPE or accomplish your goal some other way.

Contact me (x-7421) or the Tech Support Center (x-7291) if you have any questions.

Meeting schedule for Friday. Can we get SEs and CEs there?

Grading – Summer work 15%; Design review 70%; Fall quarter work 15%.

Talk to me. Discussion. Concerns. Problems.