Mentor Meeting Minutes
Date: October 16, 2008
Location: EP 324 Conference Room

3:30
Meeting Begins
• Members Present (in EP 324)
  o Tess Howell
  o Ken Bean
  o Sohana Khanal
  o David Drown
  o Karl Rink
  o Branden Poulsen
  o Steve Beyerlein
  o Yanko Kranov

3:35
Interpreting Barcodes
• Use Autoliv’s current notation for serial numbers/barcodes
• Add our own notation to serial # to indicate what day of the week each part is from

Flow Chart
• Step 1: Product Observation
  o What defines acceptable cleanliness
• Step 2: Design Inspection Process
  o Add a design perspective more so than having a research perspective
• Step 3: Designing & Validating Wash Process

Plan of Action for Leakers
• Perform our own helium mass spectrometry on parts
• Radiflow
  o Will show leak path
  o If definite leaker, send to SEM for mapping
• SEM
  o Will tell us origin of bubbling

We need to have a clear purpose in mind for every test we run

4:00
Email Mark
• Can we get samples of wash liquid (2 samples per day?)
• MSDS of liquid wash
• Filter sludge sample
• Flow sheet of wash cycle
• Details of wash
  o How is liquid added to basin, etc.

Develop concise set of team roles and team rules

4:25
Meeting Ended