Lab Member Meeting, 12 June 2014
6 members and 9 staff attended
Previous Meeting 13 February 2014

Meeting Agenda:

- Marylin introduced Operation Clean Sweep parts I and II and defined the procedure. First step will be tagging clutter and giving lab members 10 days to remove the items before it gets moved to a temporary storage rack in 391. Part II entails having every lab member help wipe down the lab in 30 minute shifts. This will take place July 28th – 30th.

- Ryan attempted to show off the new Quality Monitor section of the website, but was prohibited by a database error from our recent upgrade to enterprise Ingres.

- The Buddy email alias idea was introduced. The system allows for members to more easily find a “buddy” for afterhours work. The system will be enabled this week, and more explanation of its function will be given.

- Lab member discussion for the rest of the meeting.

**CMP Move**

Question poised on if the new CMP room would have metrology [yes, a Nanospec is currently being sited] and what the protocol would be for copper/silver disposal. [policy to be determined]

**Tool Manual Mistakes**

A lab member brought to staff attention the Technics C manual has faulty information. A discussion followed on how to handle manual mistakes [put in a problem report for the tool] and members requested an email go out about this policy. A recommendation was made that at the end of qualification tests a prompt be placed either asking members if there were any mistakes in the manual, or directing them to place a problem report for the tool.

**Reservations**

A request was made to make the reservations calendar exportable to a standard format so it could be imported into programs such as iCal or Google Calendar.

**Msink16 and 18**

Marilyn made it very clear that it is imperative that you are qualified on msink16 and 18 to use them. She said she would be offering refresher classes on the use of the sinks.

**Bottlewash**

Recommendation made for a second bottlewash to be placed on the 3rd floor.