

## HVAC and Air Quality Assessment Project Meeting (4-6-2022)

### Person:

- Task 1
- Task 2

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### Morgan:

- Hire Dhruv & Ali as student employees for F&S

### Dhruv & Ali:

- Create a short job description (A few bullet points or a couple of sentences should suffice)
- Get an updated proposal from SafeTraces that includes an updated date and Terms & Conditions. Also want a current quote.
- Determine how many rooms SafeTraces wants to use in the ATMS Building
- Notify Sterling that we will try use the ATMS building on April 16th/17th but that date is subject to change due to the uncertainty of when SafeTraces will receive the Purchase Order

### Dhruv:

- ~~Send Morgan his current job's information~~ (completed on 4-6-2022)

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### Next Steps:

- Procurement Process
- Get approval to use ATMS Building