

CLIENT MEETING MINUTES

Topic: ME 476C First Client Meeting

Date: Wednesday, January 31, 2018

Time: 9:00 am – 9:30 am

Location: Engineering Building In front of Dr. Ciocanel's Office

Minutes recorded by Michael Garelick

Meeting called by Cole Nielson

Attendees: All Group Members

Table 1. Record of meeting.

9:00 am to 9:05 am	Introduction and Relocation <ul style="list-style-type: none">All team members introduced themselves to the client, Dr. Ciocanel.To visualize the problems with the current pipe system better, the client relocated the meeting to room 111.	In front of Dr. Ciocanel's office
9:05 am to 9:15 am	Problems with the Current Pipe System <ul style="list-style-type: none">There is not a wide enough Reynolds number range for variable experiments.The pressure reading valves leak water when measuring.The electronic manometer does not give accurate readings.When the flow is sent through the smallest diameter, ¼ inch, the pump stresses.The pressure valves are too close to some pipe fittings causing the pressure readings are inaccurate.	Room 111
9:15 am to 9:25 am	Customer Needs and Interview Questions <ul style="list-style-type: none">The Reynolds number range needs to be at least 10^4 to 10^6.The pressure fittings need to be changed.The electronic manometer will be replaced with a more sensitive one.The smallest diameter of the whole system should be ½ inch.The pressure valve placement needs to be calculated and optimized.Client will later determine what he wants for LabView integration.Client will later determine the class fee money to be given to the project.	Room 111

9:25 am to end	Plan for Next Meeting <ul style="list-style-type: none"> • Next meeting will be on February 14, 2018. • Presentation 1 will be completed by then. Present to the client a brief overview of the presentation. 	Room 111
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Client Interview Questions	Cole	1/31/18	1/31/18
Presentation 1: Description slide	Mark	2/7/18	
Presentation 1: Background slide	Cole	2/7/18	
Presentation 1: Benchmarking slide	Cole	2/7/18	
Presentation 1: Customer and Engineering Requirements slide	Keith	2/7/18	
Presentation 1: QFD slide	Keith	2/7/18	
Presentation 1: Schedule slide	Michael	2/7/18	
Presentation 1: Gantt Chart slide	Michael	2/7/18	
Presentation 1: Budget slide	Mark	2/7/18	

Next formal meeting: 2/1/18, room 120, Engineering Building, at 9:35 am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .