

# TEAM MEETING MINUTES

## Topic: ME 486C 5<sup>th</sup> Team Meeting

Date: Monday, October 1, 2018

Time: 11:30 am – 12:20 pm

Location: 98c Fab Lab

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

<b>11:30am -12:10pm</b>	<b>Meet at 98c for Table Top Construction</b> <ul style="list-style-type: none"><li>• The 1-inch pipe was not delivered yet.</li><li>• The team was able to finish assembling about half the pipe system.<ul style="list-style-type: none"><li>◦ The team is waiting on the 1-inch pipe.</li></ul></li><li>• The 2-inch and ½-inch valv</li></ul>	Bldg 98c
<b>12:10pm – end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The next team meeting will be on 10/3/2018.</li><li>• What must be prepared by then?</li></ul>	Bldg 98c

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Hardware Review 1	All	10/5/2018	
Individual Analysis	All/Individual	10/12/2018	
Midpoint Report	All	10/19/2018	
Midpoint Presentation	All	10/29/2018	

**Next formal meeting: 9/14/18, Dr. Ciocanel's Office, Engineering Building, at 11:00am.**

**Next members responsible for agenda: Michael Garelick.**  
**and meeting minutes: Michael Garelick.**