

# TEAM MEETING MINUTES

## Topic: ME 486C 8<sup>th</sup> Team Meeting

Date: Wednesday, October 10, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 111

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

<b>11:30am -12:15pm</b>	<b>Meet in Room 111 for Bottom Table Construction</b> <ul style="list-style-type: none"><li>• The 1-inch pipe was not delivered yet.</li><li>• The team constructed a rough assembly of the PVC system below the table.</li><li>• The only thing the team is waiting on for construction is the cavitation analysis for the reducer location to the pump and the rotameter.</li><li>• The team finished early to work on the Individual Analyses.</li></ul>	Room 111
<b>12:15pm – end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The next team meeting will be on 10/15/2018.</li><li>• The meeting will take place in Engineering Room 111.</li></ul>	Room 111

Table 2. Tasks Assigned.

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

**Next formal meeting: 10/15/18, 98c Fab Lab, at 11:30am.**

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