

TEAM MEETING AGENDA

Topic: ME 486C 8th Team Meeting

Date: Wednesday, October 10, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 111

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring:

| | | |
|-------------------------|---|----------|
| 11:30am -12:15pm | Meet at 98c for Table Top Construction <ul style="list-style-type: none">• If the 1-inch pipe is received by then, the complete top system can be constructed.• The team will continue where they left off from the last Team Meeting.• Any left over time will be left for team members to work on the Individual Analysis. | Room 111 |
| 12:15pm – end | Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/15/2018.• | Room 111 |

Upcoming requirements:

1. Fourth Client Meeting most likely on 10/17/2018.
2. Fourth Staff Meeting on 10/17/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Individual Analysis due on 10/12/2018.

Tasks to be completed prior to meeting:

| Group Member | Task | Start Date |
|--------------|------------------------------|------------|
| All members | Midpoint Report/Presentation | 09/24/18 |
| All members | Individual Analysis | 09/05/18 |