

TEAM MEETING MINUTES

Topic: ME 486C 9th Team Meeting

Date: Monday, October 15, 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.

11:30am -12:15pm	Meet in Room 111 for Bottom Table Construction <ul style="list-style-type: none">• The 1-inch pipe was not delivered yet.• Keith completed the cavitation analysis.<ul style="list-style-type: none">◦ According to the MatLab calculations, the reducer will need to be located right outside the reservoir.• The team cut and constructed the PVC to have the reducer at the optimal location.• Bottom system is waiting on the rotameter.• The electrical aspects of the pump will need to be worked on. Keith will be responsible for the electrical construction.	Room 111
12:15pm – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/17/2018.• What must be prepared by then?• The next meeting will be a Client Meeting.	Room 111

Table 2. Tasks Assigned.

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

Next formal meeting: 10/17/18, Dr. Oman's Office, Engineering Building, at 9:45am.

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