

CLIENT MEETING AGENDA

Topic: ME 486C 4th Client Meeting

Date: Wednesday, October 17, 2018

Time: 11:00 am – 11:30 am

Location: Engineering Building Dr. Ciocanel's Office

Meeting called by: Cole Nielsen

Attendees: (All Team Members)

Please bring:

11:00am - 11:10am	What has been done so far <ul style="list-style-type: none">• Team finished Individual Analysis.<ul style="list-style-type: none">◦ Each team member will explain their analysis results.• Team is preparing for Hardware Review 2.	Dr. Ciocanel's Office
11:10am -11:25am	Dr. Ciocanel's input <ul style="list-style-type: none">• Dr. Ciocanel will provide his feedback and advice for the team in preparation for the Midpoint Presentation and Hardware 2.• He will report any changes necessary for the project.	Dr. Ciocanel's Office
11:25am – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/22/2018.• What must be prepared by then?	Dr. Ciocanel's Office

Upcoming requirements:

1. Fifth Client Meeting most likely on 10/31/2018.
2. Fifth Staff Meeting on 11/7/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Hardware Review 2 due on 10/29/2018.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Midpoint Report/Presentation	09/24/18
All members	Hardware 2	10/15/18