

TEAM MEETING MINUTES

Topic: ME 486C 10th Team Meeting

Date: Monday, October 22, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 314

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 |
|-----------------------|------------------------|-----------------|----------------------|
| Midpoint Report | All | 10/19/2018 | 10/19/2018 |
| Midpoint Presentation | All | 10/29/2018 | |
| Hardware Review 2 | 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.