

TEAM MEETING AGENDA

Topic: ME 486C 12th Team Meeting

Date: Friday, October 26, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 314

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.	Room 111
12:15pm – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/31/2018.• What must be prepared by then?• The next meeting will be a Client Meeting.	Room 111

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