

TEAM MEETING MINUTES

Topic: ME 486C 6th Team Meeting

Date: Wednesday, October 3, 2018

Time: 11:30 am – 12:20 pm

Location: 98c Fab Lab

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

11:30am -12:10pm	Meet at 98c for Table Top Construction <ul style="list-style-type: none">• The 1-inch pipe was not delivered yet.•	Bldg 98c
12:10pm – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/5/2018.• What must be prepared by then?• The next meeting will be a Staff Meeting and Hardware Review 1.	Bldg 98c

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Hardware Review 1	All	10/5/2018	
Individual Analysis	All/Individual	10/12/2018	
Midpoint Report	All	10/19/2018	
Midpoint Presentation	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 .