

TEAM MEETING AGENDA

Topic: ME 486C 6th Team Meeting

Date: Wednesday, October 3, 2018

Time: 11:30 am – 12:20 pm

Location: 98c Fab Lab

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.	Bldg 98c
12:15pm – 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

Upcoming requirements:

1. Fourth Client Meeting most likely on 10/17/2018.
2. Third Staff Meeting on 10/5/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Individual Analysis due on 10/12/2018.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Midpoint Report/Presentation	09/24/18
All members	Individual Analysis	09/05/18