

CLIENT MEETING AGENDA

Topic: ME 486C 5th Client Meeting

Date: Wednesday, October 31, 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">• The rotameter has been purchased and on its way.• The sensors need to be purchased.• The team completed the 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 advice on the next steps for construction.• He will make any last minute recommendations for changes to the system.	Dr. Ciocanel's Office
11:25am – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 11/5/2018.• What must be prepared by then?.	Dr. Ciocanel's Office

Upcoming requirements:

1. Sixth Client Meeting most likely on 11/14/2018.
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	Final Product and Testing Proof	10/31/18
All members	Final Presentation and Poster	10/31/18