

STAFF MEETING MINUTES

Topic: ME 486C 3rd Staff Meeting -- Hardware Review 1

Date: Wednesday, October 5, 2018

Time: 11:30 am – 12:00 pm

Location: Engineering Building Sarah Oman's Office

Minutes recorded by Michael Garelick

Meeting called by Sarah Oman

Attendees: All Group Members

Table 1. Record of meeting.

11:30am - 11:40am	<p>First Look at Current Pipe System</p> <ul style="list-style-type: none"> • Oman looked at the system. The team only brought the top-table system. • The system functionality was explained by Keith. • An updated CAD was shown to Oman. 	Sarah Oman's Office
11:40am - 11:55am	<p>Discussion of Hardware Review 1</p> <ul style="list-style-type: none"> • The system was half constructed because half of the top-table system and half of the bottom-table system was put together. • Most of the rest of the supplies are on their way. <ul style="list-style-type: none"> ◦ The 1-inch pipe seems to be having issues delivering. Mark will ask for a reshipment. • Ciocanel changed what sensors he would like to utilize. He would like LabView integration now. • Oman agreed that the project was 50% completed. 	Sarah Oman's Office
11:55am - end	<p>Discuss Plan Hardware Review 2</p> <ul style="list-style-type: none"> • Hardware Review 2 will take place on 10/29/2018. • The team should have everything constructed except for the sensors. The sensors will take over 8 weeks to ship. • Once the 1-inch copper pipe arrives, the rest of the top-table can be constructed. 	Sarah Oman's Office

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete

Hardware Review 1	All	10/5/2018	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: 10/8/18, 98c Fab Lab, at 11:30am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .