

# STAFF MEETING AGENDA

## Topic: ME 486C 3<sup>rd</sup> Staff Meeting -- Hardware Review 1

**Date:** Wednesday, September 5, 2018

**Time:** 11:30 am – 12:00 pm

**Location:** Engineering Building Sarah Oman's Office

Meeting called by: Sarah Oman

**Attendees:** (All Team Members)

**Please bring:** Half-built System

<b>11:30am - 11:40am</b>	<b>First Look at Current Pipe System</b> <ul style="list-style-type: none"> <li>Oman will examine the system briefly pointing out any pros and cons with it.</li> <li>The team will briefly explain how the system will work.</li> </ul>	Sarah Oman's Office
<b>11:40am - 11:55am</b>	<b>Discussion of Hardware Review 1</b> <ul style="list-style-type: none"> <li>The team will explain how their system is half-constructed.</li> <li>The team will discuss any issues that have been raised through manufacturing the system.</li> <li>Oman will provide her feedback to the team's explanations.</li> </ul>	Sarah Oman's Office
<b>11:55am - end</b>	<b>Discuss Plan Hardware Review 2</b> <ul style="list-style-type: none"> <li>The team and Oman will work together a plan for Hardware Review 2.</li> <li>How will the team produce a system that is 95% finished?</li> </ul>	Sarah Oman's Office

Upcoming requirements:

1. Fourth Client Meeting most likely on 10/17/2018.
2. Fourth Staff Meeting on 10/17/2018.
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