

TEAM MEETING MINUTES

Topic: ME 486C 7th Team Meeting

Date: Monday, October 8, 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 -12:15pm	Meet at 98c for Table Top Construction <ul style="list-style-type: none">• The 1-inch pipe was not delivered yet.• Reducers were all sweated to their appropriate sections.• The team constructed as much that can be possible without the 1-inch copper pipes.• The team purchased the rest of the PVC pipes and fittings to work on the bottom-table construction later.	Bldg 98c
12:15pm – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/10/2018.• The meeting will take place in Engineering Room 111.	Bldg 98c

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Individual Analysis	All/Individual	10/12/2018	
Midpoint Report	All	10/19/2018	
Midpoint Presentation	All	10/29/2018	

Next formal meeting: 10/10/18, 98c Fab Lab, at 11:30am.

Next members responsible for agenda: Michael Garelick.

and meeting minutes: Michael Garelick.

