

TEAM MEETING AGENDA

Topic: ME 486C 15th Team Meeting

Date: Wednesday, November 14, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 111

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring:

| | | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 11:30am -12:15pm | Meet in Room 111 for Final Table Construction <ul style="list-style-type: none">• The team will work more on finalizing the system.• The top table will need to be mounted to the old table and the pipe system will need to be raised and mounted. | Room 111 |
| 12:15pm – end | Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 11/19/2018.• What must be prepared by then?• The next meeting will be a Team Meeting. | Room 111 |

Upcoming requirements:

1. Sixth Client Meeting has been canceled.

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 |