

TEAM MEETING MINUTES

Topic: ME 486C 16th Team Meeting

Date: Monday, November 19, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 111

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

11:30am -12:15pm	Meet in Room 111 for Final Table Construction <ul style="list-style-type: none">• The team worked on combining the new tabletop to the old table.• The team measured and centered the pipe system on top of the table.• The pipe mounts were purchased and placed along the pipe system at optimal locations.	Room 111
12:15pm – end	Plan for next meeting <ul style="list-style-type: none">• The next team meeting will be on 11/21/2018.• What must be prepared by then?• The next meeting will be a Team Meeting.	Room 111

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final Product and Testing Proof	All	11/17/18	
Final Presentation and Poster	All	11/30/18	

Next formal meeting: 11/21/18, Room 111, Engineering Building, at 11:30am.

Next members responsible for agenda: Michael Garelick.

and meeting minutes: Michael Garelick.