

# TEAM MEETING MINUTES

## Topic: ME 486C 18<sup>th</sup> Team Meeting

Date: Monday, November 26, 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.

<b>11:30am -12:15pm</b>	<b>Meet in Room 111 for Final Table Construction</b> <ul style="list-style-type: none"><li>• The team drilled bigger holes for the pressure taps in the 98C shop.</li><li>• After the holes were the right size, all 14 pressure taps were welded to each hole.</li><li>• The system currently leaks a little at two main locations:<ul style="list-style-type: none"><li>○ Right after the first elbow after the pump.</li><li>○ Right after the last elbow before the rotameter.</li></ul></li></ul>	98C Shop
<b>12:15pm – end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The next team meeting will be on 11/28/2018.</li><li>• What must be prepared by then?</li><li>• The next meeting will be a Team Meeting.</li></ul>	Room 111

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final Presentation and Poster	All	11/30/18	

**Next formal meeting: 11/26/18, Room 111, Engineering Building, at 11:30am.**

**Next members responsible for agenda: Michael Garelick.**

**and meeting minutes: Michael Garelick.**