

TEAM MEETING AGENDA

Topic: ME 486C 13th Team Meeting

Date: Monday, November 5, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 314

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring:

11:30am -12:15pm	Meet in Room 111 for Bottom 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 11/12/2018.• What must be prepared by then?• The next meeting will be a Client Meeting.	Room 111

Upcoming requirements:

1. Sixth Client Meeting most likely on 11/14/2018.
2. Fifth Staff Meeting on 11/7/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Hardware Review 2 due on 10/29/2018.

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