

TEAM MEETING MINUTES

Topic: ME 476C Presentation 2 Preparation Meeting

Date: Thursday, February 15, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Room 120

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

9:35 am to 9:40 am	Establish What needs to be done and change location <ul style="list-style-type: none">• All team members met in Engineering Building Room 120. Relocated to Room 112 to work in the Computer Lab.• Michael presented the February 1, 2018 Meeting Agenda.<ul style="list-style-type: none">○ The main tasks for the meeting: Presentation 2 and Client's Research Requests.	Room 120
9:40 am to 10:45 am	Work on Presentation 2 and Client's Research Requests <ul style="list-style-type: none">• Keith and Michael worked on MatLab calculations for Reynolds number, Flow Rate, Diameter, and Length.• Cole worked on researching and putting together a table of research about pipe materials and roughness factors.• Mark worked on finding some possible pumps and flow rate meters based on the calculated ranges from Keith and Michael.• Cole created a Presentation 2 template to have the team get started on it.	Room 112
10:45 am to end	Plan for Next Meeting <ul style="list-style-type: none">• Work more on Presentation 2.<ul style="list-style-type: none">○ Michael will complete the Project Description and Background section revisions.○ Michael will complete the Black Box and Functional models.○ Mark will complete the Designs Considered section.○ Keith will complete the Moody Diagram and Preliminary Calculations Explanation sections.○ Cole will complete the Design Selected and Decision Matrix sections.	Room 112

	<ul style="list-style-type: none"> ○ Michael will complete the Schedule and Gantt Chart section revisions. ○ Mark will complete the Budget section revisions. 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Client Meeting Numbers on Reynolds number and Flow Rate	Keith/Michael	2/21/18	
Client Meeting Numbers on Diameter and Length	Keith/Michael	2/21/18	
Client Meeting Numbers on Flow Meters	Mark	2/21/18	
Client Meeting Numbers on Pipe Materials	Cole	2/21/18	
Client Meeting Numbers on Pumps	Mark	2/21/18	
Presentation 2: Project Description and Background	Michael	2/26/18	
Presentation 2: Black Box and Functional Models	Michael	2/26/18	
Presentation 2: Designs Considered	Mark	2/26/18	
Presentation 2: Moody Diagram and Calculations Explanation	Keith	2/26/18	
Presentation 2: Design Selected	Cole	2/26/18	
Presentation 2: Schedule and Gantt Chart	Michael	2/26/18	
Presentation 2: Budget	Mark	2/26/18	

Next formal meeting: 2/20/18, room 120, Engineering Building, at 10:15 am.
Next members responsible for agenda: Michael Garelick.
and meeting minutes: Michael Garelick.