

STAFF MEETING MINUTES

Topic: ME 476C Second Staff Meeting

Date: Thursday, February 22, 2018

Time: 10:15 am – 10:45 am

Location: Engineering Building Rm 120

Minutes recorded by Michael Garelick

Meeting called by David Willy

Attendees: All Group Members

Table 1. Record of meeting.

10:15 am to 10:20 am	“What have you completed since we last met?” <ul style="list-style-type: none">• Keith has made the basis for the website and has been able to get it live.• Keith also made many Matlab calculations for the client.• Cole has completed the concept generation and pugh chart sections for Presentation 2.• Mark was able to narrow down what budget range the team has from the client and the price ranges for much of the supplies the team will need.• Michael has aided all the other team members with their calculations and research, mostly the Matlab calculations.	Room 120
10:20 am to 10:30 am	“What are you currently working on?” <ul style="list-style-type: none">• Keith is currently working on revising the Matlab calculations to match the required Reynolds number range of 10^4 to 10^6.• Cole is currently working on researching his two additional background pipe flow experiments and finding more possible materials to use for pipes.• Mark is currently working on revising the budget and pricing more required parts of the pipe redesign.• Michael is currently working on fixing the Black Box and Functional Models for Presentation 2 and completing his assigned client tasks.	Room 120
10:30 am to 10:40 am	“What do you plan to do next?” <ul style="list-style-type: none">• All team members will work on finishing their Presentation 2 assigned tasks.• The team will practice presenting with any spare time before Tuesday the 27th.	Room 120

10:40 am to end	Assigned Technical Contributions <ul style="list-style-type: none"> • Keith was assign Technical Lead. • Cole was assigned Materials Technical Lead. • Mark was assigned Sensor Research Lead. • Michael was assigned CAD and Pump Research Lead. 	Room 120
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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	
Research 2 Other Pipe Flow Experiments	Each team member	2/28/18	

Next formal meeting: 3/6/18, room 120, Engineering Building, at 9:35 am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .