

# MEETING AGENDA

## Topic: ME 476C Analysis Memo Meeting

**Date:** Thursday, March 15, 2018

**Time:** 9:35 am – 10:50 am

**Location:** Engineering Building Rm 120

Meeting called by: Michael Garelick

**Attendees:** (All Team Members)

**Please bring:** N/A

<b>9:35 am to 9:40 am</b>	<b>Establish What needs to be done and change location</b> <ul style="list-style-type: none"><li>All team members met in Engineering Building Room 120. Relocated to Room 108 to work in the Capstone Lab.</li><li>Main purpose of meeting: Finish Analysis Memo.</li></ul>	Room 120
<b>9:50 am to 10:30 am</b>	<b>Work on Analysis Memo</b> <ul style="list-style-type: none"><li>All team members will work on the Analysis Memo.</li><li>Keith: Matlab simulations lead</li><li>Cole: materials lead</li><li>Mark: sensor research lead</li><li>Michael: pump research and CAD lead</li><li></li></ul>	Room 108
<b>Remaining minutes</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>Analysis Memo due on 3/16/18.</li><li>Next meeting will be on 3/15/18 and be a client meeting.</li></ul>	Room 108

Upcoming requirements:

1. Analysis Memo coming up on Friday, March 16, 2018 .
2. Spring Break starts on March 16.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Analysis Memo	3/6/18