

# TEAM MEETING MINUTES

## Topic: ME 476C Analysis Memo Meeting

Date: Tuesday, March 6, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 120

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

<b>9:35 am to 9:45 am</b>	<b>Establish what needs to get done and relocate</b> <ul style="list-style-type: none"><li>• The Analysis Memo will be due Friday, March 16, 2018 at Midnight.</li><li>• The team needed to work on computers for the meeting. Relocated to the Capstone room 108.</li><li>• Team had brief discussion about the Conceptual Report. Submission was too last minute.</li></ul>	Room 120
<b>9:45 am to 10:45 am</b>	<b>Work on Analysis Memo</b> <ul style="list-style-type: none"><li>• All team members worked on their assigned sections of the Analysis Memo.</li><li>• Michael started the Analysis Memo and introduction.</li><li>• The work will be distributed according to the assigned technical roles of each team member.<ul style="list-style-type: none"><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></ul></li><li>• The Analysis Memo was not completed by the end of the meeting.</li></ul>	Room 108
<b>Remaining minutes</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Next meeting will be the Staff Meeting for March 8, 2018. Prepare:<ul style="list-style-type: none"><li>○ "What have you completed since we last met?"</li><li>○ "What are you currently working on?"</li><li>○ "What do you plan to do next?"</li></ul></li><li>• Client meeting was postponed from Wednesday morning at 9:30 am to possibly Friday afternoon at 1:30 pm.</li></ul>	Room 108

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Presentation 2: Project Description and Background	Michael	2/26/18	2/26/18
Presentation 2: Black Box and Functional Models	Michael	2/26/18	2/26/18
Presentation 2: Designs Considered	Mark	2/26/18	2/26/18
Presentation 2: Moody Diagram and Calculations Explanation	Keith	2/26/18	2/26/18
Presentation 2: Design Selected	Cole	2/26/18	2/26/18
Presentation 2: Schedule and Gantt Chart	Michael	2/26/18	2/26/18
Presentation 2: Budget	Mark	2/26/18	2/26/18
Research 2 Other Pipe Flow Experiments	Each team member	2/28/18	2/26/18
Conceptual Report	All	3/5/18	3/5/18
Analysis Memo: Matlab simulations section	Keith	3/16/18	
Analysis Memo: materials section	Cole	3/16/18	
Analysis Memo: sensor research section	Mark	3/16/18	
Analysis Memo: pump research and CAD section	Michael	3/16/18	

**Next formal meeting: 3/8/18, room 120, Engineering Building, at 10:15 am.**

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

**and meeting minutes: Michael Garelick .**