

MEETING AGENDA

Topic: ME 476C Analysis Memo Meeting

Date: Tuesday, March 6, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 120

Meeting called by: Michael Garelick (Designated Project Manager)

Attendees: (All Team Members)

Please bring: Analysis Memo Description: "Write a team memo stating what each team member will be doing for their Individual Analytical Reports. Please be very specific with this memo so I can tell that you actually know what each team member will be doing. Before writing this memo, your team must get approval from your client and the instructor. Remember, your client would probably like the design to be checked to make sure it will work before they will approve the purchases for your project. So, this assignment will hopefully prove the validity of your design functioning within the design space for your project. and your client will be able to give guidance as to what analysis will be appropriate."

9:35 am to 9:45 am	Establish what needs to get done and relocate <ul style="list-style-type: none"> • The Analysis Memo will be due Friday, March 16, 2018 at Midnight. • The team will need to work on computers for the meeting. Relocate to the Capstone room 108. • Also take some time to reflect as a team on the Presentation 2 and the Conceptual Report. 	Room 120
9:45 am to 10:45 am	Work on Analysis Memo <ul style="list-style-type: none"> • All team members will be working on the Analysis Memo. • The work will be distributed according to the assigned technical roles of each team member. <ul style="list-style-type: none"> ○ Keith: Matlab simulations lead ○ Cole: materials lead ○ Mark: sensor research lead ○ Michael: pump research and CAD lead 	Room 108
Remaining minutes	Plan for next meeting <ul style="list-style-type: none"> • Next meeting will be the Staff Meeting for March 8, 2018. • Prepare: <ul style="list-style-type: none"> ○ "What have you completed since we last met?" ○ "What are you currently working on?" ○ "What do you plan to do next?" 	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