

STAFF MEETING MINUTES

Topic: ME 476C Sixth Staff Meeting

Date: Thursday, April 12, 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">• Mark: BOM for Presentation 3.• Keith: CAD of top of table/pipe system.• Michael: CAD of bottom of table/pump and reservoir system.• Cole: Presentation 3 format.	Room 120
10:20 am to 10:30 am	"What are you currently working on?" <ul style="list-style-type: none">• All group members working on presentation 3.• Finishing up assigned sections.• Look into recovery distance for fittings.• Prototype expectations: buy fittings and test for prototype. Ask Ciocanel.	Room 120
10:30 am to 10:40 am	"What do you plan to do next?" <ul style="list-style-type: none">• Mark: BOM for Presentation 3.• Keith: CAD of top of table/pipe system.• Michael: CAD of bottom of table/pump and reservoir system.• Cole: Presentation 3 format.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Analytical Report: Pump analysis	Michael	4/8/18	4/8/18

Analytical Report: Sensor analysis	Mark	4/8/18	4/8/18
Analytical Report: Pipe stress analysis	Cole	4/8/18	4/8/18
Analytical Report: MatLab and flow analysis	Keith	4/8/18	4/8/18
Presentation 3	All members	4/19/18	

Next formal meeting: 4/12/18, In front of Dr. Ciocanel's Office, Engineering Building, at 11:00 am.

Next members responsible for agenda: Michael Garelick .
and meeting minutes: Michael Garelick .