

MEETING AGENDA

Topic: ME 476CSixth Staff Meeting

Date: Thursday, April 12, 2018

Time: 10:15 am – 10:45 am

Location: Engineering Building Rm 120

Meeting called by: David Willy

Attendees: (All Team Members)

Please bring: Prepared summary of completed, current, and next plan.

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">• Willy will help plan what is next.	Room 120

Upcoming requirements:

1. Presentation 3 on 4/19/18.
2. Website 2 due on 5/2/18

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Presentation 3	4/10/18
Keith	Website 3	4/5/18