

TEAM MEETING MINUTES

Topic: ME 476C Analytical Reports Meeting

Date: Tuesday, April 3, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 108

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

9:35 am to 9:40 am	Establish What needs to be done and change location <ul style="list-style-type: none">All team members met in Engineering Building Room 120. Relocated to Room 108 to work in the Capstone Lab.	Room 120
9:50 am to 10:30 am	Work on Analytical Reports <ul style="list-style-type: none">All team members worked on the Analytical Reports.<ul style="list-style-type: none">Keith: Matlab simulations leadCole: materials leadMark: sensor research leadMichael: pump research and CAD leadAnalytical Report not finished during meeting but should be finished a day before due date, 4/8/18.	Room 108
10:40 am to end	Plan for next meeting <ul style="list-style-type: none">Next meeting will be on 4/5/18.It will be a staff meeting. Prepare what has been done and what needs to be done for each team member.	Room 108

Table 2. Tasks Assigned.

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

Analytical Report: Pipe stress analysis	Cole	4/8/18	
Analytical Report: MatLab and flow analysis	Keith	4/8/18	

Next formal meeting: 4/5/18, room 120,Engineering Building, at 10:15 am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .