

MEETING AGENDA

Topic: ME 476C Analytical Reports Meeting

Date: Tuesday, April 3, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 108

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring: N/A

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 are worked on the Analytical Reports.<ul style="list-style-type: none">Keith: Matlab simulations leadCole: materials leadMark: sensor research leadMichael: pump research and CAD lead	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

Upcoming requirements:

- Analytical Reports due on 4/8/18.
- Website 2 due on 5/2/18

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Analytical Report	3/15/18
Keith	Website 3	4/5/18