

# STAFF MEETING MINUTES

## Topic: ME 476C Fifth Staff Meeting

Date: Thursday, April 5, 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	<b>“What have you completed since we last met?”</b> <ul style="list-style-type: none"><li>• Mark: sensor/transducer research Analytical Report.</li><li>• Keith: Simulations Analytical Report.</li><li>• Michael: Choosing type of pump Analytical Report.</li><li>• Cole: Materials Analytical Report.</li></ul>	Room 120
10:20 am to 10:30 am	<b>“What are you currently working on?”</b> <ul style="list-style-type: none"><li>• All group members working on Presentation 3.</li><li>• Michael and Keith: CAD.</li><li>• Mark: BOM.</li></ul>	Room 120
10:30 am to 10:40 am	<b>“What do you plan to do next?”</b> <ul style="list-style-type: none"><li>• All team members will submit Analytical Reports.</li><li>• All team members will finish Presentation 3 in time for Thursday, 4/19.</li></ul>	Room 120

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	
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**Next formal meeting: 4/5/18, 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.**