

MEETING MINUTES

Topic: ME 486C 1st Meeting

Date: Friday, August 31, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 314

Minutes recorded by Michael Garelick

Meeting called by Sarah Oman

Attendees: All Group Members

Table 1. Record of meeting.

11:30 am to 11:40 am	Pros and Cons of ME 476C <ul style="list-style-type: none">• Better time management. Not turn in assignments close to deadline.• Better communication and meeting attendance.• Overall, team performed well in ME 476C.	Room 314
11:40 am to 12:10 pm	Discuss Plan for Upcoming Semester <ul style="list-style-type: none">• Contact building manager. There could possibly be some 220 V, 20 A outlets in the Thermofluids lab.<ul style="list-style-type: none">◦ Sent email to Jon Heitzinger (jonathan.heizinger@nau.edu)• In order to get the Reynolds number range, use 2 high flow rate pumps in series. Must be presented to client.• Discovered from another team: Shark Bite pipe fittings.<ul style="list-style-type: none">◦ More cheap and safe than soldering the pipes together.◦ Quick disconnect for reassembly.◦ Reduce build time.• May need to switch clients because our current one is the chair of Engineering department and does not have as much time.	Room 314
12:10 pm to end	Plan for next meeting <ul style="list-style-type: none">• Next meeting will be a client meeting on 09/05/2018 at 10:30 AM.• Will need to ask client about:<ul style="list-style-type: none">◦ Using 2 pumps.◦ Switching clients.◦ Using Shark Bite quick disconnect fittings.	Room 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Post Mortem Analysis: Individual assignment	All members	08/31/2018	
Get Outlet Power Rating Information from Building Manager	Michael	09/04/2018	
Research Shark Bite Fittings	Keith and Cole	09/04/2018	
Calculate System with 2 pumps to Present Client	Michael	09/05/2018	
Discover Possible Candidates for New Client	Mark	09/05/2018	

Next formal meeting: 9/05/18, Room 314, Engineering Building, at 10:30am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .