

MEETING AGENDA

Topic: ME 486C 1st Meeting

Date: Friday, August 31, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 314

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring: ME 476C Team Contract

11:30am - 11:40am	Pros and Cons of ME 476C <ul style="list-style-type: none"> As a team, constructively discuss the best and worst moments of the first semester of capstone. Review over Team Contract. Make revisions if necessary. 	Room 314
11:40am -12:20pm	Discuss Plan for Upcoming Semester <ul style="list-style-type: none"> Discuss the construction plan for the Pipe Experiment. Discuss any possibilities to save money for the budget. Discuss the plan for the pump choice. Possibly use 2 pumps? 	Room 314
12:20pm – end	Plan for next meeting <ul style="list-style-type: none"> Plan a meeting time with Dr. Ciocanel. <ul style="list-style-type: none"> Dr. Ciocanel is now the chairman of the Engineering Department so client meetings will be more brief and less often. Prepare a plan to present to client. 	Room 314

Upcoming requirements:

1. Post Mortem Analysis individual assignment due on 08/31/2018 at Midnight.
2. First Client Meeting on 09/05/2018 at 10:30 AM.
3. First Staff Meeting on 09/05/2018 at 12:00 PM.
4. First presentation: Progress Report Presentation on 09/12/2018.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Prepare a construction plan for the semester	08/31/18
All members	Start Post Mortem Analysis	08/31/18