

TEAM MEETING MINUTES

Topic: ME 486C 2nd Team Meeting

Date: Monday, September 10, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 314

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members except Cole (excused)

Table 1. Record of meeting.

<p>11:30am - 11:40am</p>	<p>Meet and Change Location</p> <ul style="list-style-type: none"> • The team will meet to go to Home Depot together. • Michael chose a pump based on the new 220 V 20 A requirements: H3-5HPE-AQ pump rated at 208-230 V and 20.8-18.9 A at pentairaes.com. 	<p>Room 314</p>
<p>11:40am -12:15pm</p>	<p>Meet at Home Depot</p> <ul style="list-style-type: none"> • The team was able to meet at Home Depot where the Shark Bite fittings are located: aisle 42. <ul style="list-style-type: none"> ○ Home Depot had both 1-inch and ½-inch copper pipes, 90 degree elbows for 1-inch pipes, valves for 1-inch and ½-inch pipes, and pipe reduction valves from 1-inch to ½-inch diameters. • Keith purchased two 1-inch copper pipes, a 1-inch 90 degree elbow, and a Shark Bite release to test. <ul style="list-style-type: none"> ○ Keith will get a blue sheet from the Engineering front desk for reimbursement. ○ Mark will update the budget of parts purchased. • A shopper overheard the teams' discussion at Home Depot and referred to the Arizona Central Supplier. 	<p>Room 314</p>
<p>12:15pm – end</p>	<p>Plan for next meeting</p> <ul style="list-style-type: none"> • The next team meeting will be on 09/26/2018, after the progress presentation. • What must be prepared by then? <ul style="list-style-type: none"> ○ Test the Shark Bite fittings, possibly as an individual analysis. ○ Possible pump noise reduction will be required. • The next meeting will be a client meeting on 09/14/2018. 	<p>Room 314</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Test the Shark Bite fittings	Keith	09/24/2018	
Update the Budget with items purchased	Mark	09/24/2018	
Noise reduction Analysis for pump	Michael	09/24/2018	

Next formal meeting: 9/14/18, Dr. Ciocanel's Office, Engineering Building, at 11:00am.

Next members responsible for agenda: Michael Garelick .
and meeting minutes: Michael Garelick .