

TEAM MEETING AGENDA

Topic: ME 486C 2nd Team Meeting

Date: Monday, September 10, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 314

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring: Money to buy test fittings

11:30am - 11:40am	Meet and Change Location <ul style="list-style-type: none">• The team will meet up to go to Home Depot together.• Possibly discuss some points before relocating.	Room 314
11:40am -12:15pm	Meet at Home Depot <ul style="list-style-type: none">• The team will see what Home Depot has available.<ul style="list-style-type: none">◦ The team needs copper pipe, 90 degree elbows, valves, contraction and expansion fittings.• If not available, relocate to another hardware store.	Home Depot
12:15pm – end	Plan for next meeting <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?• The next meeting will be a client meeting on 09/14/2018.	Room 314

Upcoming requirements:

1. Second Client Meeting on 09/14/2018 at 11:00 am.
2. Second Staff Meeting on 09/24/2018.
3. First presentation: Progress Report Presentation on 09/17/2018.
4. Individual Analysis due on 10/12/2018. Need topics for all members.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Progress Presentation	09/05/18
All members	Individual Analysis	09/05/18