

# CLIENT MEETING MINUTES

Topic: ME 486C 2<sup>nd</sup> Client Meeting

Date: Friday, September 14, 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.

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

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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.**