

CLIENT MEETING AGENDA

Topic: ME 486C 2nd Client Meeting

Date: Friday, September 14, 2018

Time: 11:00 am – 11:30 am

Location: Engineering Building Dr. Ciocanel's Office

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring: Shark Bite test fittings, new pump with specifications

11:00am - 11:10am	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. 	Dr. Ciocanel's Office
11:10am -11:25am	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? 	Dr. Ciocanel's Office
11:25am – 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. 	Dr. Ciocanel's Office

Upcoming requirements:

- Third Client Meeting most likely on 09/21/2018.
- Second Staff Meeting on 09/24/2018.
- First presentation: Progress Report Presentation on 09/17/2018.
- 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	Prepare a construction plan for the semester	08/31/18
All members	Start Post Mortem Analysis	08/31/18