

CLIENT MEETING MINUTES

Topic: ME 486C 3rd Client Meeting

Date: Wednesday, September 26, 2018

Time: 11:00 am – 11:30 am

Location: Engineering Building Dr. Ciocanel's Office

Minutes recorded by Michael Garelick

Meeting called by Cole Nielsen

Attendees: All Group Members

Table 1. Record of meeting.

11:00am - 11:10am	What has been done so far <ul style="list-style-type: none"> • Keith will do cavitation analysis for the Individual Analysis. • Michael will do noise reduction analysis for the Individual Analysis. • Mark and Cole still need topics for the Individual Analysis. 	Dr. Ciocanel's Office
11:10am -11:25am	Dr. Ciocanel's input <ul style="list-style-type: none"> • Dr. Ciocanel will approve/disapprove of Individual Analysis topics. • He will assist with selecting the other two topics. • What is recommended to work on next. 	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"> ○ The next meeting will be after the first presentation. The team will need to present what was prepared to him. • Prepare a plan to present to client. <ul style="list-style-type: none"> ○ Brief form of the first presentation. 	Dr. Ciocanel's Office

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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: 9/26/18, Room 314, Engineering Building, at 11:30am.
Next members responsible for agenda: Michael Garelick .
and meeting minutes: Michael Garelick .