

TEAM MEETING MINUTES

Topic: ME 486C 4th Team Meeting

Date: Friday, September 28, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 111

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

| | | |
|--------------------------|---|----------|
| 11:30am - 11:40am | Meet and Gather Materials <ul style="list-style-type: none">The team will meet and bring any pipe materials to 98c for table top construction. | Room 111 |
| 11:40am -12:15pm | Meet at 98c for Table Top Construction <ul style="list-style-type: none">The 1-inch pipe was not delivered yet. The team used the old 1-inch pipe for construction.Mark and Cole were manufacturing shop certified. They cut some of the pipes to the appropriate lengths.The system construction will have to be finished next meeting. | Bldg 98c |
| 12:15pm – end | Plan for next meeting <ul style="list-style-type: none">The next team meeting will be on 10/1/2018.What must be prepared by then? | Bldg 98c |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|---------------------|------------------------|-----------------|----------------------|
| Hardware Review 1 | All | 10/5/2018 | |
| Individual Analysis | All/Individual | 10/12/2018 | |
| Midpoint Report | All | 10/19/2018 | |

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|-----------------------|-----|------------|--|
| Midpoint Presentation | All | 10/29/2018 | |
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Next formal meeting: 10/1/18, 98c Machine Shop, at 11:00am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .