

TEAM MEETING AGENDA

Topic: ME 486C 4th Team Meeting

Date: Friday, September 28, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Room 111

Meeting called by: Michael Garelick

Attendees: (All Team Members)

Please bring:

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 team will assemble as much of the table top as possible.If the 1-inch pipe is received by then, the complete top system can be constructed.	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

Upcoming requirements:

1. Fourth Client Meeting most likely on 10/17/2018.
2. Third Staff Meeting on 10/5/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Individual Analysis due on 10/12/2018.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Midpoint Report/Presentation	09/24/18
All members	Individual Analysis	09/05/18