

CLIENT MEETING MINUTES

Topic: ME 486C 1st Client Meeting

Date: Wednesday, September 5, 2018

Time: 10:30 am – 11:00 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.

<p>10:30am - 10:35am</p>	<p>General Plan for Semester</p> <ul style="list-style-type: none"> • Discuss the construction plan for the Pipe Experiment. <ul style="list-style-type: none"> ○ The team plans on constructing the pipe system first along with the sensors. ○ Half construction is the pipe system, second half is the table and below. • Discuss any possibilities to save money for the budget. <ul style="list-style-type: none"> ○ Best way to save money so far: Shark Bite fittings. 	<p>Dr. Ciocanel's Office</p>
<p>10:35am -10:55am</p>	<p>Propose Questions to Client</p> <ul style="list-style-type: none"> • May two pumps be utilized in the system to reach the desired Reynold's number range? <ul style="list-style-type: none"> ○ Client declined the use of two pumps due to the fact that it will overcomplicate the system. ○ Would need a completely different system/start over for two pumps. • May the team switch clients due to the fact that Dr. Ciocanel became chair of the Engineering department? <ul style="list-style-type: none"> ○ The client declined switching clients due to the fact that it was his desired project. ○ Any new client would have new client requirements. • Propose the Shark Bite fittings to replace sweating the pipes. <ul style="list-style-type: none"> ○ The client approved of the Shark Bite fittings. Would like more calculations. 	<p>Dr. Ciocanel's Office</p>

10:55am – end	Plan for next meeting <ul style="list-style-type: none"> • When will the next client meeting be? <ul style="list-style-type: none"> ○ Next Friday 09/14/2018. • What must be prepared for the next client meeting? <ul style="list-style-type: none"> ○ Calculations for the Shark Bite fittings. ○ MORE progress faster. • The next meeting will be a staff meeting on 09/05/2018. 	Dr. Ciocanel's Office
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Post Mortem Analysis: Individual assignment	All members	08/31/2018	08/31/2018
Get Outlet Power Rating Information from Building Manager	Michael	09/04/2018	09/04/2018
Research Shark Bite Fittings	Keith and Cole	09/04/2018	09/04/2018
Calculate System with 2 pumps to Present Client	Michael	09/05/2018	N/A
Discover Possible Candidates for New Client	Mark	09/05/2018	N/A

Next formal meeting: 9/05/18, Room 314, Engineering Building, at 12:00pm.

Next members responsible for agenda: Michael Garelick.

and meeting minutes: Michael Garelick.