

CLIENT MEETING AGENDA

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

Meeting called by: Cole Nielsen

Attendees: (All Team Members)

Please bring: Shark Bite fitting pictures/website

10:30am - 10:35am	General Plan for Semester <ul style="list-style-type: none"> • Discuss the construction plan for the Pipe Experiment. • Discuss any possibilities to save money for the budget. 	Dr. Ciocanel's Office
10:35am -10:55am	Propose Questions to Client <ul style="list-style-type: none"> • May two pumps be utilized in the system to reach the desired Reynold's number range? • May the team switch clients due to the fact that Dr. Ciocanel became chair of the Engineering department? • Propose the Shark Bite fittings to replace sweating the pipes. 	Dr. Ciocanel's Office
10:55am – end	Plan for next meeting <ul style="list-style-type: none"> • When will the next client meeting be? • What must be prepared for the next client meeting? • The next meeting will be a staff meeting on 09/05/2018. 	Dr. Ciocanel's Office

Upcoming requirements:

1. Second Client Meeting most likely on 09/12/2018.
2. First Staff Meeting on 09/05/2018 at 12:00 PM.
3. First presentation: Progress Report Presentation on 09/17/2018.
4. 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	Progress Presentation	09/05/18
All members	Individual Analysis	09/05/18