

STAFF MEETING MINUTES

Topic: ME 486C 1st Staff Meeting

Date: Wednesday, September 5, 2018

Time: 12:00 pm – 12:20 pm

Location: Engineering Building Rm 314

Minutes recorded by Michael Garelick

Meeting called by Sarah Oman

Attendees: All Group Members

Table 1. Record of meeting.

12:00pm - 12:05pm	Introductions <ul style="list-style-type: none">• Keith: Web designer and MatLab calculation lead.• Cole: Client Contact.• Mark: Budget Liaison.• Michael: Secretary/Document/Project Manager.	Room 314
12:05pm - 12:10pm	Discuss First Client Meeting <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">◦ No• May the team switch clients due to the fact that Dr. Ciocanel became chair of the Engineering department?<ul style="list-style-type: none">◦ No• Propose the Shark Bite fittings to replace sweating the pipes.<ul style="list-style-type: none">◦ He approved of utilizing the fittings.	Room 314
12:10pm -12:15pm	Discuss Plan for Upcoming Semester <ul style="list-style-type: none">• Discuss the construction plan for the Pipe Experiment.<ul style="list-style-type: none">◦ Use of the machine shop.◦ Construction within room 111, thermofluids lab.• Discuss any possibilities to save money for the budget.• The team researched that there is a 220 V, 20 A outlet in the thermofluids lab. This allows for the use of a stronger pump.• Oman stated that for an individual analysis, the team may buy portions of material to test out. As long as it's thorough.• Mark and Cole completed machine shop training in manufacturing class.	Room 314

12:15pm – end	Plan for next meeting <ul style="list-style-type: none"> • The next staff meeting will be on 09/24/2018, after the progress presentation. • What must be prepared by then? <ul style="list-style-type: none"> ○ Look into how to have access to room 111 on weekends. ○ Ask Dr. Ciocanel for the file of the old manual. ○ Find out how to get storage space for 486C. • The next meeting will be a team meeting on 09/10/2018. 	Room 314
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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: 9/10/18, Room 314, Engineering Building, at 11:30am.

Next members responsible for agenda: Michael Garelick.

and meeting minutes: Michael Garelick.