

# STAFF MEETING AGENDA

Topic: ME 486C 1<sup>st</sup> Staff Meeting

**Date: Wednesday, September 5, 2018**

**Time: 12:00 pm – 12:20 pm**

**Location: Engineering Building Room 314**

Meeting called by: Sarah Oman

**Attendees: (All Team Members)**

**Please bring:** Shark Bite fitting pictures/website

<b>12:00pm - 12:05pm</b>	<b>Introductions</b> <ul style="list-style-type: none"> <li>• Keith: Web designer and MatLab calculation lead.</li> <li>• Cole: Client Contact.</li> <li>• Mark: Budget Liaison.</li> <li>• Michael: Secretary/Document/Project Manager.</li> </ul>	Room 314
<b>12:05pm - 12:10pm</b>	<b>Discuss First Client Meeting</b> <ul style="list-style-type: none"> <li>• May two pumps be utilized in the system to reach the desired Reynold's number range? Yes/No</li> <li>• May the team switch clients due to the fact that Dr. Ciocanel became chair of the Engineering department? Yes/No</li> <li>• Propose the Shark Bite fittings to replace sweating the pipes. His reaction.</li> </ul>	Room 314
<b>12:10pm -12:15pm</b>	<b>Discuss Plan for Upcoming Semester</b> <ul style="list-style-type: none"> <li>• Discuss the construction plan for the Pipe Experiment. <ul style="list-style-type: none"> <li>o Use of the machine shop.</li> <li>o Construction within room 111, thermofluids lab.</li> </ul> </li> <li>• Discuss any possibilities to save money for the budget.</li> </ul>	Room 314
<b>12:15pm – end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>• The next staff meeting will be on 09/24/2018, after the progress presentation.</li> <li>• What must be prepared by then?</li> <li>• The next meeting will be a team meeting on 09/10/2018.</li> </ul>	Room 314

Upcoming requirements:

1. Second Client Meeting most likely on 09/12/2018.
2. Second Staff Meeting on 09/24/2018.
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

