

MEETING MINUTES

Topic: Client Meeting and Emergency Meeting

Thursday, December 6, 2018

4:00 pm to 5:00 pm

Minutes recorded by Jacob Barker

Meeting called by Jacob Barker

Attendees: Jacob Barker, Samm Metcalfe, Ashley Shumaker

Table 1. Record of meeting.

4:00 pm to 4:30 pm	Emergency Meeting <ul style="list-style-type: none">• Copper tube popped off as Jacob was transporting system to client meeting• Samm came to Jacob's apartment to help fix• Needed to go to Home Depot to buy new parts for compression fitting• Successfully fixed leak, loaded in Samm's truck to take to campus	Jacob's Apartment/ Home Depot
4:30 pm to end	Client Meeting <ul style="list-style-type: none">• Met with client to deliver final product• Device performed well, client was able to measure a wind speed<ul style="list-style-type: none">○ Best thermo project yet!○ Still disappointed that data acquisition wasn't completed• Source new band heater so he can order for next semester	Room 324C