

MEETING AGENDA

Topic: ME 476C Third Staff Meeting

Date: Thursday, March 8, 2018

Time: 10:15 am – 10:45 am

Location: Engineering Building Rm 120

Meeting called by: Michael Garelick (Designated Project Manager)

Attendees: (All Team Members)

Please bring: Prepared summary of completed, current, and next plan.

<p>10:15 am to 10:20 am</p>	<p>“What have you completed since we last met?”</p> <ul style="list-style-type: none"> • Presentation 2. <ul style="list-style-type: none"> ○ Keith: Moody Diagram and Preliminary Calculations ○ Cole: Background, Design Selected, Material Matrix ○ Mark: Designs Considered and Budget ○ Michael: Functional Decomposition and Schedule • Conceptual Report. <ul style="list-style-type: none"> ○ Keith: Existing Designs and Design Selected ○ Cole: Background and Requirements ○ Mark: System level and Subsystem Level ○ Michael: Functional Decomposition and Designs Considered 	<p>Room 120</p>
<p>10:20 am to 10:30 am</p>	<p>“What are you currently working on?”</p> <ul style="list-style-type: none"> • All team members are working on the Analysis Memo. <ul style="list-style-type: none"> ○ Keith: Matlab simulations lead ○ Cole: materials lead ○ Mark: sensor research lead ○ Michael: pump research and CAD lead 	<p>Room 120</p>
<p>10:30 am to 10:40 am</p>	<p>“What do you plan to do next?”</p> <ul style="list-style-type: none"> • After the Analysis Memo, the Analytical Reports will be due on April 4, 2018. 	<p>Room 120</p>
<p>Remaining minutes</p>	<p>Plan for next meeting</p> <ul style="list-style-type: none"> • Next meeting will be on March 15, 2018 (There will be a lecture on March 13). 	<p>Room 120</p>

Upcoming requirements:

1. Analysis Memo coming up on Friday, March 16, 2018 .
2. Spring Break starts on March 16.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Analysis Memo	3/6/18

