



College of Engineering, Informatics,
and Applied Sciences

To: Dr. Winfree
From: WPC Team: Mohammad Alenezi, Hamad Abdulmalek, Abdullah Alghasab, and
Fahad Alazemi
Date: 04/09/2019
Re: Meeting Minutes

- **Date and Time:** 04/04/2019 from 1:00 – 4:00 pm
- **Location:** AMPERE lab 101 in SICCS building
- **Minutes Recorder:** Fahad Alazemi
- **Attendance:** All team members

Executive Summary:

The team discussed the documentation for design review 4 and divide the work, so that all the team members participate in writing the document. Also, the team was missing 3 gate drives, and the client gave the gate drives on Wednesday, April 3rd. As soon as the team received the gate drives, each member of the team started to complete their task in this project, which is mentioned in the Individual Tasks bellow. Finally, the team finished the final design, and the only thing left is to start testing the final design and record the results for each test the team will be doing until the UGrads.

To Accomplish:

- Finishing the design review 4 documentation.
- Wiring the Inverter to the gate drives then to the Interference Board.
- Testing the final project.
- Rough draft for the Poster.

Individual Tasks:

- Soldering 3 Gate Drives (Abdullah)
 - Testing the Gate Drives (Fahad).
- Wiring the Inverter to the gate drives (Fahad).
 - Depends on Abdullah.
- Wiring the gate drives to the Interference board (Hamad).
 - Depends on Abdullah.
- Drill the holes for the frame to hold the board vertically (Mohammad).
 - Depends on Non.

Due Next Week:

- Testing the final design.
- Prepare the Poster
- Design review 4 documentation.