



School of Informatics, Computing,
and Cyber Systems

To: Dr. Winfree

From: Mohammad Alenezi, Hamad Abdulmalek, Abdullah Alghasab, and Fahad Alazemi

Date: 03/12/2019

Re: Meeting Minutes

- **Date and Time:** 03/06/2019 from 1:00 – 4:00 pm
- **Location:** AMPERE lab 101 in SICCS building
- **Minutes Recorder:** , Hamad Abdulmalek
- **Attendance:** All team members

Executive Summary:

The team discussed the presentation and PowerPoint slides and what is expected from each member of the team. Also, going over the Gantt chart and checking the team accomplishment as of that today, the team is missing one part in the second subsystem, which are the gate drives. The PCB board for the gate drives should be provided from the client (Dr. Yaramasu), so the team is moving forward to the next subsystem until the PCB board are provided. Furthermore, the team drilled holes for the IGBTs and Diodes in the heatsink to hold them on it, and the holes are evenly measured. Finally, the team discussed with the client about the layout of the devices on the board, which will be displayed vertically then drilled all the holes in the board to hold the devices.

To Accomplish:

- Start the final design
- Finish the final design
- Team WPS.

Individual Tasks:

- Check If the gate drive arrive for soldering with the client. (Mohammad).
- Wiring the final design (Hamad).
- Install all the component (Abdullah).
- Next meeting minutes (Fahad).

Due Next Week:

- Testing the final design