

# MEETING MINUTES

## Topic: Primarily report

Wednesday, 03/01/2017

9:00 am – 10:10 am

Minutes recorded by Naser Alhajri

Meeting called by Mohammad Alfadhli

Attendees: Muhammad Alhajri, Naser Alhajri, Yousef Alhaddad, Mohammad Alfadhli and Abdulaziz Alajmi

Table 1. Record of meeting.

<b>9:00 am to 9:20 am</b>	<b>Discussion</b> <ul style="list-style-type: none"><li>• We looked at functional model lecture from ME 286.</li><li>• We tried to figure out the black box model for our project.</li><li>• Brainstorm concept variants idea.</li><li>• Measuring the engineering requirement for the house of quality.</li></ul>	Room 112
<b>9:20 am to 10:00 am</b>	<b>Discussion about the report</b> <ul style="list-style-type: none"><li>• We start creating the WBS for our project.</li><li>• We start sketching about 13 ideas for the concept variants.</li><li>• Completing the house of quality by adding the engineering requirements and correlation them. Calculate the ATI, RTI and target with tolerances.</li></ul>	Room 112
<b>10:00 am to 10:10 am</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Start creating the power point for the second presentation.</li><li>• Practicing the presentation.</li></ul>	Room 112

**Next formal meeting: 03/15/2017, room 112, Engineering Building, at 11:00 am.**