

MEETING MINUTES

## Topic: Team Charter

**Wednesday, January 25, 2017**

**9:10 am – 11:10am**

Minutes recorded by Meshal Alrashidi

Meeting called by Meshal Alrashidi

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops and printed team charter forms

Table 1. Record of meeting.

<b>9:10 am to 10am</b>	<b>Communication to know each other</b> <ul style="list-style-type: none"><li>- We start up where are we from.</li><li>- Taking numbers</li><li>- Doing a text group to communicate</li></ul>	ENG LABS
<b>10:00 am to 11:00 am</b>	<b>Discussion about the team charter.</b> <ul style="list-style-type: none"><li>• Discussed our team charter</li><li>• Posting rules</li></ul>	Room 120

	<ul style="list-style-type: none"> <li>• Write who is our leader in this project</li> <li>• Write our responsibilities</li> <li>• Doing a normal time for our meeting.</li> </ul>	
<b>11:00 am to end</b>	<b>Plan for next meeting</b>	Room 120

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Typing up the team charter in a docs	Rodrigo	01/29/17	02/28/17
Formatting the team charter, scan the signed page and submit the team charter	Meshal Alrashidi	01/29/17	01/29/17
Editing team charter	Keenan Lacey	01/29/17	01/29/17
Writing responsibilities on google docs	Team	01/29/17	01/29/17
Creating google docs	Meshal Alrashidi	01/26/17	01/26/17

**Next formal meeting: 02/3/17, Engineering LABS, at 10:15am.**

# Topic: Background and Foundation

February 3, 2017

9:10 am – 10:10am

Minutes recorded by Keenan Lacey

Meeting called by Keenan Lacey

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops and Comments/Questions

Table 1. Record of meeting.

<b>9:10 am to 9:30 am</b>	<b>Discuss the team charter</b> <ul style="list-style-type: none"><li>- We made sure we are all on same page with the team charter</li><li>- Take notes</li><li>- Discussed necessary changes</li></ul>	Cafe
<b>9:30 am to 10:00 am</b>	<b>Discussion about the Background Report/Research</b> <ul style="list-style-type: none"><li>• Discussed our Project</li><li>• Talked about research</li><li>• Made sure we all know our project</li><li>• Defined our responsibilities</li></ul>	Cafe

<b>10:00 am to end</b>	<b>Plan for next meeting</b>	Cafe
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Start Report Introduction	Rodrigo	02/09/17	02/06/17
Start a Gantt Chart	Meshal Alrashidi	02/08/17	02/06/17
Edit revised team charter	Keenan Lacey	02/07/17	02/06/17
Background Research	Team	02/07/17	02/06/17

**Next formal meeting: 02/06/17, Engineering LABS, at 12:30 am.**

## **Topic: Gantt Chart and Team Charter**

**Monday, February 6, 2017**

**12:30 pm – 2:00pm**

**Minutes recorded by Rodrigo Ojeda**

**Meeting called by** Rodrigo Ojeda

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo  
Please bring: Laptops and printed team charter forms

Table 1. Record of meeting.

<b>12:30 pm to 1:00pm</b>	<b>Discussed about team charter</b> - We revised our team charter and made sure everything looked ok.	ENG LABS
<b>1:00 pm to 2:00 pm</b>	<b>Discussion about the team Gantt Chart</b> <ul style="list-style-type: none"><li>• We discussed about our team Gantt chart</li><li>• We created our team Gantt chart</li><li>• We formulated question for customer meeting</li></ul>	ENG LABS

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Background research	Team	2/10/17	02/9/17
Update meeting minutes	Rodrigo	2/6/17	2/6/17
Start team report	Team	2/17/17	-----

**Next formal meeting: February 13**

# Topic: Background Report

February 13, 2017

9:10 am – 10:10am

Minutes recorded by Keenan Lacey

Meeting called by Keenan Lacey

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops and Comments/Questions

Table 1. Record of meeting.

<b>9:10 am to 9:30 am</b>	<b>Discuss Next Steps</b> <ul style="list-style-type: none"><li>- We made sure we are all doing research</li><li>- Take notes on eachothers research</li><li>- Discussed necessary actions to take</li></ul>	Cafe
<b>9:30 am to 10:00 am</b>	<b>Discussion about the Background Report/Research</b> <ul style="list-style-type: none"><li>• Discussed our Project</li><li>• Talked about detailed research</li><li>• Made sure we all know our tasks</li><li>• Defined our responsibilities</li></ul>	Cafe

<b>10:00 am to end</b>	<b>Plan for next meeting</b>	Cafe
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Finish Writing Report	Team	02/17/17	02/16/17
Update Gantt Chart	Rodrigo	02/15/17	02/14/17
Complete Customer Requirements	Keenan Lacey	02/17/17	02/15/17
Background Research	Team	02/17/17	02/16/17

**Next formal meeting: 02/19/17, Engineering LABS, at 12:30 pm.**

## **Topic: Presentation**

**February 19, 2017**

**12:30 pm – 2:20 pm**

**Minutes recorded by Keenan Lacey**

**Meeting called by Keenan Lacey**

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo  
 Please bring: Laptops and Comments/Questions

Table 1. Record of meeting.

<p><b>12:30 pm to 1:00 pm</b></p>	<p><b>Discuss Background Report</b></p> <ul style="list-style-type: none"> <li>- Discuss the final draft</li> <li>- Evaluate the draft</li> <li>- Assign individual parts</li> </ul>	<p>Rm 112</p>
<p><b>1:00 pm to 2:00 pm</b></p>	<p><b>Finish Presentation</b></p> <ul style="list-style-type: none"> <li>• Follow the presentation guidelines</li> <li>• Make the slides</li> <li>• Assign slides evenly</li> <li>• Practice the presentation</li> </ul>	<p>Rm 112</p>
<p><b>2:00 pm to end</b></p>	<p><b>Plan for next meeting</b></p>	<p>Rm 112</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish Presentation	Team	02/19/17	02/19/17
Update Gantt Chart	Rodrigo	02/20/17	02/19/17
Practice Presentation	Team	02/19/17	02/19/17



Next formal meeting: 02/27/17, Engineering LABS, at 12:30 am.

## Topic: Start report two tasks

February 27, 2017

12:30 pm – 2:20 pm

Meeting called by Keenan Lacey

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops

Table 1. Record of meeting.

<b>12:30 pm to 1:00pm</b>	<b>Discuss about points 1-4</b> - We discussed and planned out points we need to accomplish for the week	ENG LABS
<b>1:00 pm to 2:00 pm</b>	<b>Review our report</b> <ul style="list-style-type: none"><li>• We reviewed previous groups reports</li><li>• We compared our report to the ones from previous classes</li></ul>	ENG LABS

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Create web page	Meshal	3/3/17	03/3/17
Update meeting minutes	Rodrigo	2/27/17	2/27/17
Review team report	Team	3/5/17	3/5/17

**Next formal meeting: March 1**

## **Topic: Team Meeting**

**March 1, 2017**

**12:30 pm – 2:20 pm**

**Meeting called by Team**

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops and printed team charter forms

Table 1. Record of meeting.

<b>12:30 pm to 1:00pm</b>	<b>Worked on Website</b> - We worked on our website and viewed the websites for the previous capstone students.	ENG LABS
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<p><b>1:00 pm to 2:00 pm</b></p>	<p><b>Worked on points 5-8</b></p> <ul style="list-style-type: none"> <li>• Created a functional model</li> <li>• Updated QFD</li> </ul>	<p>ENG LABS</p>
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Update meeting minutes	Keneen	3/1/17	3/1/17
Come up with seven different concepts	Team	2/17/17	-----

**Next formal meeting: March 3rd**

## **Topic: Team Meeting**

**Sept 6, 2017**

**11:30 pm – 1:30 pm**

**Meeting called by** MESHAL Alrashidi

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops

Table 1. Record of meeting.

<b>11:30 pm to 12:00pm</b>	<b>Brainstorm our project</b> - Called back our project and planning for what next to do.	ENG LABS
<b>12:00 pm to 1:00 pm</b>	<b>Updating website</b> <ul style="list-style-type: none"> <li>• Checking the errors</li> </ul>	ENG LABS

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Doing researches on battery life	Team	09/06/2017	09/06
Doing researches on tuned off/on auto power bottom	Team	09/06	-----

**Next formal meeting: SEP 8**

# Topic: Team Meeting

**SEP 8, 2017**

**12:30 pm – 2:20 pm**

Meeting called by Rodrigo

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops

Table 1. Record of meeting.

<b>12:30 pm to 1:00pm</b>	<b>Discussing Budget</b>  - We discussed our budget and see what we need to get the solar Panel devices	ENG LABS
<b>1:00 pm to 2:00 pm</b>	<b>Updating our schedule</b> <ul style="list-style-type: none"><li>• 2017 Fall Gantt chart done</li><li>• Adding more details and milestone</li></ul>	ENG LABS

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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Doing the Gantt chart	Team	9/8	9/8
Finding solar panel device	Rodrigo	9/8	-----

**Next formal meeting: Sep 11**

## **Topic: Team Meeting**

**SEP 11, 2017**

**12:30 pm – 2:20 pm**

**Meeting called by Meshal Alrashidi**

Attendees: Meshal Alrashidi, Keenan Lacey and Rodrigo

Please bring: Laptops

Table 1. Record of meeting.

<b>12:30 pm to 1:00pm</b>	<b>Finding deliverables for the individual analysis</b>  - found 3 deliverables to discuss on our individual analysis	ENG LABS
<b>1:00 pm to 2:00 pm</b>	<b>Discussing every topic we found</b> <ul style="list-style-type: none"> <li>• Split topics between us</li> </ul>	ENG LABS

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**Table 2. Tasks Assigned.**

Rodrigo:

Testing viscosity of results at different times, possibly test frequency of current device and existing machine

Meshal:

Researching and testing different toothbrushes(compare motor sizes, speeds, frequency, movements.)

Keenan:

Testing battery life, durability of motor/attachment, and recharging device, researching timer possibilities and implementation

**Next formal meeting: SEP 13**