

MEETING MINUTES

Topic: Improve the Project

Monday 2/20/2017

6:00pm – 8:00pm

Minutes recorded by Yongzhen Li

Meeting called by Improve the Project

Attendees: Jarrah Albathali, Rakan Alhajraf, Aly Alharbi, Abdulrahman Almarri, Yongzhen Li

Table 1. Record of meeting.

6:00pm-7:00pm	Fixed the Easel Our team discussed the easel about the size and stable. According to the test and the team used different chairs, the team determined the size of the easel. At the same time, our team decided to use more screws to fix the easel. Our team calculated the horizontal force and the vertical force of each support point, and we will solve the stability of the easel at the next meeting.	Engineering Building
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<p>7:00pm-8:00pm</p>	<p>Make the Handle more Comfortable</p> <p>The remote control of project is a small round bar that could be moved up and down. The easel would go up as the handle go up, and the easel would go down as the handle go down. However, our team thought the small round bar is not convenient, so our team try to improve it and make the handle be comfortable and convenient. Our team will continue to discuss this problem at the next meeting and try to find a solution.</p>	<p>Engineering Building</p>
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Table 2. Tasks Assigned.

<p>Task</p>	<p>Person Assigned</p>
<p>Discuss the Handle</p>	<p>All Team Members</p>
<p>Determine the Size of Easel</p>	<p>Yongzhen Li, Aly Alharbi, Rakan Alhajraf</p>

Fixed the Easel	Jarrah Albathali, Abdulrahman Almarri
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Next meeting: 2/27/2017, Engineering Building, at 6:00pm.