

MEETING MINUTES

Topic: Change the Handle and Fix the Easel

Monday 2/27/2017

6:00pm – 8:00pm

Minutes recorded by Yongzhen Li

Meeting called by Change the Handle and Fix the Easel

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

Table 1. Record of meeting.

6:00pm-7:00pm	Fixed the Easel According to the last meeting, our team determined the size of easel, and we thought about how to make the easel more stable when it connect with support board. In this meeting, our team have been solve this problem, we designed a wooden groove behind the easel and decided to use the screws on both sides of the wooden groove.	Engineering Building
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<p>7:00pm-8:00pm</p>	<p>Change the Handle</p> <p>Based on the professor's suggestion, our team decided to change the remote control in order to make the handle more comfortable and convenient. After our discussion, for the time being we decided to use the handle with button instead to remote control stick. We will do the test and try to find the best one.</p>	<p>Engineering Building</p>
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Table 2. Tasks Assigned.

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

Test the Handle	Jarrah Albathali, Abdulrahman Almarri
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Next meeting: 3/6/2017, Engineering Building, at 6:00pm.