

MEETING MINUTES

Topic: Test the Project

Thursday 2/13/2017

6:00pm – 8:00pm

Minutes recorded by Yongzhen Li

Meeting called by Test the Project

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

Table 1. Record of meeting.

6:00pm-7:00pm	Check All Parts of the Project Our team have completed the project at the last meeting, so we would check all parts of the project including battery, base, frame and so on. Make sure all boards are fixed, the easel is flexible and the battery is powerful in order to the project could work properly and safely.	Engineering Building
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<p>7:00pm-8:00pm</p>	<p>Test the Project</p> <p>After checking the project, Our team ensure all parts are qualified. Thus, our team started to test the project, we tested three times. The team members used remote control to make the easel go up or go down. Through the test, our team observed that the moving speed of the easel was appropriate, and the easel is stable when moving. Thus, our team project is successful.</p>	<p>Engineering Building</p>
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Table 2. Tasks Assigned.

<p>Task</p>	<p>Person Assigned</p>
<p>Test the Project</p>	<p>All Team Members</p>
<p>Check the Boards and Easel</p>	<p>Yongzhen Li, Aly Alharbi, Rakan Alhajraf</p>

Check the Battery	Jarrah Albathali, Abdulrahman Almarri
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Next meeting: 2/20/2017, Engineering Building, at 6:00pm.