

MEETING MINUTES

Topic: Set up the Project

Monday, 1/23/2017

Tuesday, 1/24/2017

Wednesday, 1/25/2017

6:00pm – 8:00pm

Minutes recorded by Yongzhen Li

Meeting called by Set up the Project

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

Table 1. Record of meeting.

Monday	Dimension for Plank and Calculate the Size of Project Our team talk about every group member's ideas, we identified a final design data for project and we made a sketch. Therefore, we determined all dimension of plank, and according to these dimension, we calculated each part's size of project.	Aly's House
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<p style="text-align: center;">Tuesday</p>	<p>Set up the Project</p> <p>Through the preparation of the last meeting, our team clearly know all size of the project and how to build it. Our team used planks, saws, springs, screws, nails and so on to make the body of device. We finished the base and easel in this meeting, the thick planks are used as a base, and we used nails and screws to fix each plank. The thin plank is used as a easel, because its weight is light so that it is easier to control the easel to slide up or down.</p>	<p style="text-align: center;">Aly's House</p>
<p style="text-align: center;">Wednesday</p>	<p>Continue to Set up the Project</p> <p>Our team have done the base and easel yesterday, so we did the bracket in today's meeting, it was used to connect the base and easel, we used screws to connect the bracket with base, and the bracket with easel. And also we use springs to connect the bracket in order to make the plank more flexible when it is moving.</p> <p>Our team project is basically completed. We have the last part to finish, it is the demanded battery, our team is working on this part in the next few days.</p>	<p style="text-align: center;">Aly's House</p>

Table 2. Tasks Assigned.

Task	Person Assigned
The Base and Easel	Aly Alharbi, Yongzhen Li
The Stand of the Easel and the Window Regulator	Abdulrahman Almarri, Rakan Alhajraf
The Wiring and the Battery	Jarrah Albathali

Next meeting: 1/30/2017, Engineering Building, at 4:00pm.