

minutes

Weekly Meeting		
4.12.2017	4:00pm-7:00pm	Egr
Meeting called by	Hasan Aldhefeery	
Note taker	Calvin Schnorbus	
Timekeeper	Calvin Schnorbus	
Attendees	Hasan Aldhefeery, Fahad Alaenezi, Hussain Alwateeb, Amber Juare, Calvin Schnorbus	
Hardware		
1 hour	Calvin Schnorbus	
Discussion	Counterbored four hole properly measured holesinks were drilled into the box (two on each ends). Handles were then installed.	
The last of the assembly was completed for the device: attaching Velcro; setting up dividers		
UGRADS Presentation		
1.5 hours	All	
Discussion	Created a final presentation in google docs. Reviewed the requirements for the presentation	
Discussed the walkthrough presentation and the main ideas our team would like focus on during the presentation		
Wrap-up		
15min	Hasan Aldhefeery	
Conclusions	Everyone will be responsible for making final edits to the poster and completing the slideshow for the presentation.	
The team will meek the next week to conduct our testing on the lap organizer.		