

MEETING MINUTES

Topic: Project Discussion

Tuesday 06/06/2017

4:20 pm – 6:20 pm

Minutes recorded by Abdullah Alazemi

Meeting called by Abdullah Alazemi

Attendees: Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Mohammad Alkhaldi, Barjas Aldooseri

Please bring: Notes taken during the client meeting.

Table 1. Record of meeting.

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| 4:20 pm to 4:45 pm | Begin Meeting <ul style="list-style-type: none">• All team member were on time, so we started to review what we are going to do with the machine shop and how things are going to be in next few weeks.• We assigned the tasks between the team, some of the team will be responsible for the machine shop and some will be responsible for the BOM, etc• Abdullah and Mohammad Alkhaldi will be the responsible of taking the team meetings for the remaining meetings in this summer course. | Internet Café |
| 4:45 pm to 5:15 pm | Discuss the Plan <ul style="list-style-type: none">• The team is decided to have the same schedule that we did in the last meeting.• Team should focus on being on time either for the client meeting and the other responsibilities such as the hardware review etc.• We have reviewed some of the Post Mortem Analysis for all of the team member.• Also the team should be aware of the deadlines since we are going to have short time in compare it with the previous term. | Internet Café |
| 5:15 pm to 5:40 pm | Plans for Next Hardware Reviews <ul style="list-style-type: none">• The team discussed what are the main parts to be focus for the first hardware review, some suggestion about the material that we are going to use since the team received some information about the machining of the Carbon Fiber and how it could be an obstacle for the project since the machine shop told us it is not an available option• Also some of the team member are going to focus on finishing the remaining parts for the next hardware | Internet Café |

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| | reviews, such as the rotation of the exoskeleton for a specific areas like ankle and knee. | |
| 5:40 pm to 6:20 pm | <p>Make Plans for the Next Meeting</p> <ul style="list-style-type: none"> • Our next meeting would be after the staff meeting with our instructor so we could be able to have some feedback that would help us toward our design. • The team planning to make sure we are going to have another meeting in next few days since some of the team members have some conflicts with other classes in Tucson. • In the end the team decided to find a time that would be suit with everyone in the team, and that time would be on Tues at 1:00pm-1:30pm also another time would be on Wednesday at 3:00pm. | Internet Café |

Next formal meeting: 06/07/2017, Internet Café, After the Staff Meeting.