

MEETING MINUTES

Topic: Project Discussion

Tuesday 06/20/2017

5:00 pm – 7:00 pm

Minutes recorded by Abdullah Alazemi

Meeting called by Abdullah Alazemi

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

Please bring: laptop, any researches related to the design.

Table 1. Record of meeting.

5:00 pm to 5:45 pm	Begin Meeting <ul style="list-style-type: none">• Mohammad Alkhalidi started our meeting by reviewing the last team meetings minutes.• Team started to discuss the deadline of the next hardware and how we could manage time with the machine shop.• Some suggestions were made about the next tasks that the team should accomplish within the next week.• The team decided to update the Gantt chart to make sure we are not behind the schedule.• Finding some good sources to figure out about how to mold the thermoplastic for the covers that would be used for our design.	Internet Café
5:45 pm to 6:35 pm	Discussion about the First Hardware and Other Assignments. <ul style="list-style-type: none">• The team agreed to make some deadline before the next hardware meeting which is going to be in the next Friday.• Some of the team members were assigned to finish some tasks such as keeping in touch with the machine shop to make sure everything is going to the right path.• Also working on the next Midpoint report and Midpoint presentation.• For the first presentation Abdullah is going to make sure everything is fine and he is going to share it by google doc with the other team members to make sure there is no obstacles to finish the slides on time.• Mahdi and Mohammad Alkhalidi were assigned to make sure to check all the feedback for the previous report and try to fix it before the next report.• Barjas and Mohammad Alajmi is going to work more for the section 6 and 7 for our report, and try to fix the bill of materials as the processing of the design is going in the machine shop.	Internet Café

	<ul style="list-style-type: none"> Saud is going double check with our designs considered for the previous report and also he is going to keep in touch more with the machine shop along with finishing the updated website with the team minutes. 	
5:35 pm to 7:00 pm	<p>Make Plans for the Next Meeting</p> <ul style="list-style-type: none"> The team decided to make another meeting immediately after the hardware review, since the team is going to receive many information from Dr Oman and our Client Professor Zach Lerner. The potential time would be around 3:00pm -5:00pm in the next Friday, to fix anything that related to the design after reviewing the information. 	<p>Internet Café</p>

Next formal meeting: 06/23/2017, Internet Café, After the Hardware Review.