

MEETING MINUTES

Meeting Minutes: Week 1

ME 476C-006

Portable Carrier B Team

Sept 07, 2018

Time held: From 4:00pm to 5:00pm

Location: Engineering Building

Recorded by: Abdullah Alfaraj

Attendance: Saleh Alotaibi, Abdullah Alfaraj, Ahmad Almutairi, and Abdalaziz Alhelfy

Topics:

1. Design ideas
2. Features
3. Interviews
4. Plan for next meeting

Executive Summary

In this meeting minutes, we are going to talk about our first meeting after we met our client Dr. Moghaddam. We discussed about the design idea for the concept which is a Portable Carrier to insure health and safety for certain types of categories that our client mentioned: People from age (30-50), disabilities, college students, and elder people. The design should be easy to operate, safe time and effort, and in a good size. Some design ideas have discussed with our client and asked about needs and thoughts for the concept.

Design Ideas

In this design, we have asked our client what concept does he wants and what he is looking for in this project. In addition, he gave us some design ideas about the project which includes: Frames, motors, Triple wheels, Control system. Also, he mentioned that the device should be easy to operate, safe time and effort, and in a good size.

Features that we can use

We should probably think about the device features as our client said. After doing some research related to our project we chose some features:

- The device can be a carrier and meanwhile a storage
- Waterproof coating
- Foldable and space-saving
- Control system (sensor)
- Motor size
- Triple polyethylene Wheels

Interviews

As Dr. Moghaddam mentioned that we need to do interviews to get the objectives, constraints, and the customer needs with people that we think the project is helpful for them. Our interviews must be with:

- Disability people
- Dr. Moghaddam
- Elderly people
- College students (18-30)
- Regular age (30-50)

Plan for next meeting

As a team, we are planning to do the interviews and to do more research about our project design to have the main points about our project before we meet our Staff Dr. Trevas.