

# MEETING MINUTES

## **Meeting Minutes: Week 3**

ME 476C-006

Portable Carrier B Team

Sept 19, 2018

Time held: From 6:10pm to 6:30pm

Location: Du Boise

Recorded by: Saleh Alotaibi

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

### **Topics:**

1. Tasks discussion & Presentation
2. Plan for next meeting

### **Executive Summary**

In this meeting minutes, we are going to discuss our third meeting after we met our Staff Dr. Trevas. We discussed with him the tasks that we have assigned for. Also, what we should include for our first presentation. Dr. Trevas gave us some important points about our tasks.

### **Tasks discussion & Presentation**

As we mentioned before, Dr. Trevas had a conversation and talked with each team member about his task and see what each one got from his research and how many examples we found about the motors, frames, wheels, and control systems. Each team member did a research and got 3 different examples related to his assigned tasks. First of all, saleh talked about the motors and gave three different examples and what is the best example that he may use for the project to make the design perfect. Also, Abdullah was assigned for the frame task and he gave three different examples and depended on the features he chose one of them. In addition, Ahmad mentioned what are the three multiple examples and which one is the best and fit to the project. Lastly, Abdalaziz mentioned the three examples related to his task and what is the best choice between them depends on the features that can help people. Finally, before the meeting ends, Dr. Trevas said we should prepare for the presentation and the presentation Rubrics so we can follow the instruction correctly.

### **Plan for next meeting**

As a team, we will read the presentation rubrics & the instructions and create a powerpoint and divide the work equally and prepare for the next week presentation.