

MEETING MINUTES

Meeting Minute 5

ME 476C-006

Portable Carrier B Team

Oct 10th, 2018

Time held: From 5:30pm to 5:50pm

Location: Du Boise

Recorded by: Ahmad Almutairi

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

Topics:

1. Individual Technical Analysis
2. Tasks to do
3. Meeting the client
4. Plan for next meeting

Executive Summary

In this meeting minute, each team member discussed the individual technical analysis that he is going to do. Each team member got an approval for his technical analysis from Dr. Treves. Each team member was assigned to do research for one of these things: Tripod wheels, motors, frames, and lifting force.

Individual technical analysis & tasks to do

Each team member was assigned to do research related to one of these Tripod wheels, motors, frames, and lifting force in order to see what is efficient for our project.

- Abdullah Alfaraj:
 - Do research about different types of wheels.
- Saleh Alotaibi:
 - Do research about different types of DC motors.
- Ahmad Almutairi:
 - Do research about different types of frames.

- Abdalaziz Alhelfy:
 - Do research about the lifting force and different types of power screws.

Each team member must finish his assigned task no later than October 15th, so we have time to discuss what we got before our next meeting with Dr. Trevas.

Meeting with the client

We are planning to meet our client Dr. Moghaddam on October 16th

Plan for next meeting

We are planning to work for the second presentation.