

MEETING MINUTES

Meeting Minute 8

ME 476C-006

Portable Carrier B Team

Oct 25nd, 2018

Time held: From 2:00 to 3:00pm Location: Engineering building

Recorded by: Abdalaziz Alhelfy

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

Topics:

- 1- Preliminary report
- 2- Technical analysis
- 3- Plan for next meeting

Summary

In this meeting minutes we discussed the Preliminary report and splited the work between all of us, so we can get it done quickly then checked it before we submitted. Then, we discussed the technical analysis task, what we should do about it, so we figured out that we will talk with Dr. Trevas next meeting about this task to see what should we search about.

Preliminary report

As a team, we did the Preliminary report after we read the instruction for this assignment. So each member did some parts:

Abdalaziz Alhelfy did some parts:

- The cover page
- Table of contents
- Background
- Black Box model

Ahmad Almutairi did some parts:

- Requirements
- Customer requirements
- Engineering requirements
- House of quality
- Hypothesized Functional Model

Saleh Alotaibi did some parts:

- Some of the existing designs
- Some of the sketches
- Decision matrix

Abdullah Alfaraj did some parts:

- Some of the existing designs
- Some of the sketches
- Pugh chart

After we finished our report and checked it, we met the TA in the engineering building before we submitted.

Technical Analysis

As a team we did a research about the technical analysis last time about different parts for our design. Since our meeting with our client Dr. Moghaddam he told us to change our sketches, so we figure out that we have to do a new research about our technical analysis parts again and we will meet Dr. Trevas to discuss this issue with him at the meeting on Wednesday Oct 31, 2018.

Plan for next meeting

In next meeting we are going to work on the technical analysis after the meeting with Dr. Trevas and we will schedule a meeting with our client Dr. Moghaddam.