

MEETING MINUTES

Meeting Minutes: Week 1

ME 476C-006

Portable Carrier B Team

Jan 17, 2019

Time held: From 7:00pm to 7:30pm

Location: ENG Building

Recorded by: Abdullah Alfaraj

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

Topics:

1. Tasks assigned
2. Plan for next meeting

Executive Summary

In this meeting minutes, we are going to discuss our first meeting after we met our Staff Dr. Trevas. We discussed what we are going to do for the next step in this semester. Trevas assigned for each member in the team a task to do and search for it.

Tasks

As we mentioned before, Dr. Trevas gave us the tasks and divided equally between us, so the tasks that we are going to search for are:

- 1- Tank threads (Abdullah)
- 2- Controlling system (Saleh)
- 3- DC motor + Arduino and get the right size for it
- 4- Electric hand (Abdalaziz)

Plan for next Meeting

We are going to finish our tasks and schedule a meeting with our client Dr. Moghaddam on Tuesday Jan, 22nd .