

# MEETING MINUTES

## Meeting Minutes: Week 8

ME 476C-006

Portable Carrier B Team

March 25, 2019

Time held: From 8:00pm to 8:30pm

Location: ENG Building

Recorded by: Abdalaziz Alhelfy

**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 8<sup>th</sup> meeting as a team meeting. We discussed what we are going to do and be prepare for the HR 2. So, after doing the hardware 1, we recognize that we need to complete some parts to be done with the whole device.

## Tasks

As we mentioned before, we need to do complete some parts for our project:

- 1- We need to install the remaining parts (motors, wheels, threads).
- 2- We have to work on the electric hand.
- 3- We have to get the RC channels for controlling the device.
- 4- We have to finish with frame of the carrier.
- 5- Also, wiring all the motors and controllers.
- 6- We have to change the metal cable of the winch with the nylon tow.

## Plan for next Meeting

We are going to finish our device as soon as possible, so we can be ready for HR 2 on March 28, 2019.