

MEETING MINUTES

Meeting Minutes: Week 10

ME 476C-006

Portable Carrier B Team

April 12th, 2019

Time held: From 6:00pm to 6:30pm

Location: ENG Building

Recorded by: Saleh Alotaibi

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 10th meeting as a team meeting. After the final testing, we did our best and work hard to make our device more creative. So, we are going to add some requirements so we can be ready for the final presentation.

Tasks:

There are two important things that we have to add to our device:

- 1- A tensioner pulley (so the device can climb the stairs).
- 2- the Cargo open box (so it can carry 5 bags).

Plan for next Meeting:

We are going to work on the poster and manual as a team.