

# MEETING MINUTES

## Meeting Minutes: Week 7

ME 476C-006

Portable Carrier B Team

Feb 28, 2019

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

Location: ENG Building

Recorded by: Ahmad Almutairi

**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 7<sup>th</sup> meeting as a team meeting. We discussed what we are going to do for the next step. So, after doing the hardware 1, we recognize that we need to do some parts.

## Tasks

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

- 1- We need to increase the motors to 22 motor.
- 2- We have to print the wheels as well make sure the wheel teeth match the belt.
- 3- We have to get the RC channels for controlling the device.
- 4- Checking the individual analysis together to see how these will help us in our project.

## Plan for next Meeting

We are going to finish our individual technical analysis and schedule a meeting with our client Dr. Moghaddam on Friday March, 1<sup>st</sup> .