

MEETING MINUTES

Meeting Minutes: Week 9

ME 476C-006

Portable Carrier B Team

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

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 9th meeting as a team meeting. After HR2, we discussed what we are going to add or work on as much as we can so we can be ready for the final testing on April 11th. So, we recognize that we have to finish the other side of our device.

Tasks:

There are some tasks need to be complete for the other side of the device:

- Install the wheels.
- Install the motors for each wheel.
- Install the tank threads.
- control the movement by applying 2 dial switches and connect it to the remote control so it can go (Forward, backward, right, and left).

Plan for next Meeting:

We are going to finish working on our device as soon as possible, so we can be ready for the final testing on April 11th.