

Meeting#1

Date: 9/11/2018

Time: 5:00-6:30 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Deciding the team roles for each member.
- Setting ground rules
- Understanding team goals and purpose
- Small background research about the project and competition
- Deciding best team meeting time which was Sunday at 5 pm

Saud Alabhoul: Team Manager

Mohammad Albaghli: Budget Liaison

Jasim Albenali: Website Developer

Rashed Alfadhli: Client Contact

Abdulaziz Kandari: Document Manager

Meeting#2

Date: 9/16/2018

Time: 5:00-7:00 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Started working on presentation 1
- Setting up schedule by Gantt chart
- Understanding the competition rules.
- Figuring out the Customer and Engineering Requirements
- Researching similar technologies

Meeting#3

Date: 9/17/2018

Time: 7:30-9:00 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Finish up the presentation
- Determining the design requirements
- Creating the House of Quality
- Discussing the budget
- Dividing the presentation slides

Meeting#4

Date: 9/23/2018

Time: 5:00 – 6:10 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Discussing Future plans and possible ideas for the project.
- Discussing how to get a unique design.
- Research about previous projects.
- Discussing about the website aims

Meeting#5

Date: 10/7/2018

Time: 5:00 – 9:00 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Started working on Analytical Analyses
- Deciding the essential analytical analyses for our project
- Dividing one task for each member to analyze.
- Researching different parts of the project.
- Finishing up the Analytical Analyses Team Memo.
- Discussing the Preliminary Report
- Started working on Preliminary Report
- Assigning number of sketches for each member

Meeting#6

Date: 10/10/2018

Time: 7:30 – 8:45 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Creating Black Box Model
- Creating Functional Model
- Working on the sketches and improving them.
- Creating Pugh Chart
- Deciding the best possible sketch
- Creating a rough 3D model using solidworks

Meeting#7

Date: 10/14/2018

Time: 5:00 – 8:00 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Started working on the presentation
- Updating the team Gantt Chart
- Updating the Budget Plan
- Deciding the Designs Considered
- Finishing up the presentation and divide the slides.
- Discussing the Preliminary Report and dividing work.

Meeting#8

Date: 10/17/2018

Time: 7:00 – 7:30 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Check up on Preliminary Report of each part
- Discussing new ideas

Meeting#9

Date: 10/18/2018

Time: 6:30 – 9:00 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Compiling all parts of Preliminary Report
- Editing and reviewing each part
- Adding and changing different parts in the report
- Finishing up the report

Meeting#10

Date: 10/28/2018

Time: 5:00 – 5:30 pm

Attendees: Saud Alabhoul, Mohammad Albaghli, Jasim Albenali, Rashed Alfadhli, Abdulaziz Kandari

Discussion:

- Small discussion of the individual analyses
- Discussing the website check 2