

From: Team B2

To: Dr. Oman

Date:02/15/2018

RE: Hardware #1

We met with Dr. Oman today in front of her office at 4.30 pm and we discussed about what we did on last weeks and she asked us what have you done and did not do in the project. we said that we bought all the stuff but we are still missing a few parts also the CAD design was still in need of fixing some dimensions. She specified the thickness of the back and shoulder device. The Cad model was mainly designed by Zaid and Yousf on the other hand Eisa was focusing on the budget and was looking at materials prices online and how cheaper they are compared to the prices the material from local store. The team said it would be better if we buy the material from home depot because we can look at the material and see if fits on the project and we went with our group to home depot to see it. After that Dhari and Eisa went to home depot and buy it the material and discussed what we want to buy. Dhari is working on the website and he develop the website and put every meeting minutes and photo for our project. The team ran into some issue on the website so dhari and eisa went to IT office and got this issue solve after that they want they went to home depot and buy the material. Yousef is working to arrange the meeting and recorded the meeting minutes. Zaid finished the CAD and he went to machine shop with Dhari and they show him our project .

Action Item:

Dhari Alshammari:

- he will work on website and upload the minutes and new photo for our project
- He will Help us to the machine shop

Eisa Almutairi:

- He will work on budget and collect the total price for our project
- He will discuss with machine shop about how much will be to build the project and pay for each item.

Zaid Almutairi:

- he will be contact with the machine shop
- he will keep the client up to date with project process

Yousef Alazmi:

- he will range the meeting and record the meeting minutes
- he will note down every thin discusses with machine shop