

## **Team Meeting Minutes Week 5 Fall 2017**

### **Day of meeting:**

Thursday September 28<sup>th</sup>, 2017.

### **Time:**

From 6 pm to 8pm.

### **Location:**

Engineering building computer lab.

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We were discussion to have preliminary presentation, and what would start in. Some one said “we would see the rubric for preliminary presentation to know which topics need to put on the slides”. After that, we shared topics between us. Saud chose project description and background, Mahdi chose benchmarking and design considered, Hamad chose customer and engineering requirements, Mohammad chose schedule and budget. Everybody still working in his chosen topics. Then, we shared all topics on google docs and create power point. Finally, we were a practice the preliminary presentation.

## **Team Meeting Minutes Week 6 Fall 2017**

### **Day of meeting:**

Tuesday October 3<sup>rd</sup>, 2017.

### **Time:**

From 8:30 pm to 10:30 pm.

### **Location:**

Engineering building computer lab.

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We were met after preliminary presentation to discuss about preliminary report. We saw a rubric what is the topics type in preliminary report. Then, we shared the working with everyone in team. We decided to complete everyone his part he have chosen on Thursday October 5<sup>th</sup>, 2017. If anyone has something incorrect or need to fix his topic, there are one day could fix it your topic.

## **Team Meeting Minutes Week 7 Fall 2017**

### **Day of meeting:**

Friday October 13<sup>th</sup>, 2017

### **Time:**

From 5:00 pm to 9:00 pm

### **Location:**

Mahdi's Apartment

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

For Our meeting in week 7, we focused on create the prototype this week so we went to Home Depot to buy the materials for the prototype. we used cardboard, tape and bolts, we cut the cardboard to different parts and make it similar to our design, we make it green color to give nice look and simple, and also used bolt like a safety lock to hold the objects, we decide to create it early so that if we need to make any changes on the design.

## **Team Meeting Minutes Week 8 Fall 2017**

### **Day of meeting:**

Wednesday October 18<sup>th</sup>, 2017

### **Time:**

From 6:30 pm to 9:30 pm

### **Location:**

Engineering building (computer lab)

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We met in engineering building to sketch design project. We made sketch three design to create in CAD. We were switched a sketch between us to correct idea or add more idea on it. We can not choose sketch to build in CAD, so we were waited next staff meeting to discuss that with Dr. Sarah Oman to help us which is better design than other.

## **Team Meeting Minutes Week 9 Fall 2017**

### **Day of meeting:**

Saturday November 4<sup>th</sup>, 2017

### **Time:**

From 6:30 pm to 7:30 pm

### **Location:**

Engineering building room 112

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We were discussion about final presentation. We saw a rubric for final presentation. We were created slides in power point. After that, we prepared for final presentation and chose topic to talks about it in final presentation.

## **Team Meeting Minutes Week 10 Fall 2017**

### **Day of meeting:**

Monday and Wednesdays November 6<sup>th</sup>, 2017 and November 8<sup>th</sup>, 2017

### **Time:**

From 6:00 pm to 9:00 pm.

### **Location:**

Engineering building room 112.

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We were discussion about final report. Also, we shared all topics between us. We decided to finish work on Friday November 10<sup>th</sup>, 2017. If we have time to fix some point in the final report. We add some sections on our report and follow the comments that we got in the primarily report to fix it in the final report.

## **Team Meeting Minutes Week 11 Fall 2017**

### **Day of meeting:**

Monday November 13<sup>th</sup>, 2017

### **Time:**

From 6 pm to 9:30 pm.

### **Location:**

Home Depot and Mohammad apartment.

### **Attend:**

Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Hamad Aldhafeeri.

### **Discussion:**

We were going to Home Depot for bringing all parts need it in prototype. We were searched and asked about materiel where is finding some parts we were going to Mohammad apartment to build prototype. The building took all time. In the end, the prototype was worked.