

Meeting minutes

Topic: Staff Meeting regarding project status

Tuesday, July 17 2018
7:30 pm – 10:15 pm

Minutes recorded by: Faisal Alfares

Meeting called by: Dr. Sarah Oman

Attendees: Abdulrahman Almohammad, Fawaz Aladwani, Faisal Alfares, Abdullah Bouhamad and Abdullah Aljaafar.

Table 1. The team meeting.

11:30 am to 11:35	Beginning of meeting <ul style="list-style-type: none">• Each team member was prepared with questions to ask the instructor• The team talked about the hardware review and the presentation	Engineering Building
11:35 am to 11:55 am	Project discussion <ul style="list-style-type: none">• The team members showed the finalized CAD package• The CAD had to be updated with an accurate thickness and dimensions• The hole on the CAD package had to be added• Communicate more and elaborate on what the design is and what does it represent to the kids (or The Wonder Factory visitors)• Be aware of the possibility that the box might fall pushed and not dissembled• Checkout the coding and continue working on them• Finding how to move the motor through codes• Change lights if easier and finish minor tasks	Engineering Building
11:55 am to 12:05 pm	Schedule the next team meeting <ul style="list-style-type: none">• We will have another meeting with our client by two weeks from now	Engineering Building