

# MEETING MINUTES

## Topic: Project Discussion

Wednesday, February ,7 2017

9:00 am – 9:30 am

Minutes recorded by Saad Albarazi

Meeting called by Dr. Trevas

**Attendees:** Barjas Albarazi , Faisal Alanezi, Saad Albarazii, Yousef Almutairi ,Khaled Alhusainan And Dr. Trevas

### Executive Summary:

All team members attended the meeting that was located room 120. Second meeting following up with the gearbox design.

**Table 1. Record of meeting.**

<b>6:50 pm to 6:55 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>The team discussed assigned action items and what they worked on</li></ul>	Room 120
<b>7:00 pm to 7:05 pm</b>	<b>Discussion about the Project</b> <ul style="list-style-type: none"><li>Dr. Trevas suggested that the team should design a box for the system.</li><li>Dr. Trevas suggested that a transparent box should surround the device for safety measures.</li><li>Dr. Trevas suggested that the project should be ready for testing in upcoming weeks</li></ul>	Room 120
<b>7:05 pm to 7:10 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>Action items</li><li>The team will meet the clients and Dr Trevas in Starbucks on Wednesday at 9:00 am</li></ul>	Room 120