

MEETING MINUTES

Topic: Project Discussion

Wednesday, October , 11 2017

7:00 pm – 7:30 pm

Minutes recorded by Khaled Alhusainan

Meeting called by Dr. Trevas

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

Executive Summary:

All team members attended the meeting that was located in Du Bois building. Last Wednesday in October 4, project presentation and preliminary report were done correctly after knowing which part for which member. In October 11, Dr. Trevas gave each member a unique analysis subject to write about in the individual analytical analysis. Saad was assigned to planetary gears analysis, Barjas was assigned to Torque, Yousef was assigned to the material selected, Khaled was assigned to square gears and Faisal was assigned to bending stress for the arm.

Table 1. Record of meeting.

7:00 pm to 7:10 pm	Begin Meeting <ul style="list-style-type: none">• Dr. Trevas and the team were talking about the preliminary report and how it went.• All team members were giving ideas about what to write about in the individual analysis.	Du Bois
7:10 pm to 7:20 pm	Discussion about the Project <ul style="list-style-type: none">- Vertical-drawing Spirograph was cancelled due to client requirements.- Discussed about the arm and the crank and how they will be like.	Du Bois
7:20 pm to 7:30 pm	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- Dr. Trevas gave many ideas about what and how to do the analysis for each member.- After cancelling the vertical-drawing Spirograph, team and Dr. Trevas decided to go with regular spirograph design. Staff meeting ended.	Du Bois
7:30 pm to 7:40 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Start working on the analysis.- Finish up the website and run it correctly.	Du Bois