

## Meeting Minutes for Team F7 week 4 fall 2017

- Day & Date: Thursday September/21/2017
- Time: 7 PM to 9 PM
- Location: Engineering building room 106
- Called by: Dhary Aldhefeeri
- Recorded by: Abdullah Howaishel
- Team members: Abdullah Howaishel, Dhary Aldhefeeri, Fahad Alotaibi, Abdullah Alzafiri, and Mobarak Alsubaiee

### Meeting Notes:

In the 21<sup>st</sup> of the September all of the Team F7 met in the Engineering building from 7:00 Pm until 9:00 Pm. In the first 15 minutes we got to know each others by introducing our selves by the names and when every one planning to graduate. In the next 35 minutes we discussed all the things that each one of us are good at and what is the main purpose of this project. From 7:50 Pm until 8:40 Pm we discussed the Chapter 6 of the book. We discussed the key questions that provided in the first page of the chapter 6. After that we got to choose the 5 engineering requirements that we think it related to our project most:

1. Understanding the design problem.
2. Identifying the customers.
3. What are customers want and needs.
4. Knowing how the customer is satisfied of our project.
5. How the requirement is met.

In last 20 minutes from 8:40 Pm to 9:00 every team members listed 2 actions that he will accomplish by next week by class time. Abdullah Howaishel will contact the client and know all there concerns on the project, and he will be sure that all the members of the team knows the

rules and concerns of the client on our project. In addition we will start researching and attending next week wonder factory events. Mobarak Alsubaiee will be checking our group researches if it has educational ideas and safety, and he will make sure that the team cover all the customer needs. Abdullah Alzafiri will be setting the meeting, and we will add all the team meets to Google docs. Dhary Aldhefeeri will contact the university to learn everything about the budget, researching for the cost of the items we might use for our project. Fahad Alotaibi will be looking for websites that has more information about our project. This will help the team members with their researching. Also he will look for visual aids that can help the team to develop more ideas for the project to meet the customer needs.



