MEETING MINUTES

# Topic: Discussing plan for spring semester and postmortem.

## Monday, January 16, 2020

## 6:10 pm – 7:03pm

**Minutes recorded by \_\_\_Humoud Alanjari\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** \_capstone team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees: \_\_\_\_\_\_\_\_\_\_All members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please bring:** Thoughts for postmortem

**Table 1. Record of meeting.**

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| 6:10 pm to 6:30 pm | **Discussing future plans for the project**   * Talking about food safety standard * Discussing different manufacturing methods * Discussing unrefunded refunds * Humoud talked about his concerns with last semester management. | Engineering  235 |
| 6:30 pm to 7:03 pm | **Postmortem discussion**   * Google drive, Team drive where the most useful tools * Nygel helped and assisted in calculation, solid works and teammates. * Samantha helped the team with CAD drawings, website, standard codes, proofreading, editing, manufacturing, formatting and buying supplies. * Musab helped supporting people teammates with tasks, formatting , writing and manufacturing . * Humoud helped giving presentation feedback, asking Dr. Oman with teammates questions, formatting and writing. * Nygel helped the team with manufacturing, calcutions, formatting, cad drawings and writing. * Team can improve Schedule, tools, inconstancy with client and dividing work earlier. * Team member learned communication and negotiation with client, technical writing and school vs engineering practices and Communicating with none engineer. * Team agreed on meeting with Jackie to get her feedback on our prototype. | Engineering  235 |