MEETING MINUTES

# Topic: future work and discussion with instructor

## Thursday, January 23, 2019

## 5:40 pm – 6:32pm

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

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

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

**Please bring:** \_laptops to work on the presentation

**Table 1. Record of meeting.**

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| 5:40 pm to 6:15 pm | **Discussing future plans**   * Team is thinking of eliminating dispenser because it takes longer than current method. * Double check with Dr. Trevas final material product * Planning on meeting this weekend to work on improving the prototype * Samantha is emailing our mentor to set up a regular meeting with our mentor | 98C |
| 6:15pm to 6:32 pm | **Staff meting discussion**   * Dr. Trevas mentioned that team should deliver the device regardless of the material or machine that the team will use. * Dr. Trevas mentioned that the library has machine to help with cutting thin sheets. | 98C |

**Next formal meeting: 01/24/2020, Engineering, at 4:00pm.**