MEETING MINUTES

# Topic: Client Meeting.

## Monday, January 24, 2020

## 4:00 pm – pm

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

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

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

**Please bring:** Laptop to register minutes.

**Table 1. Record of meeting.**

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| 3:50pm to 4:00pm | **Setting up Zoom**   * Samantha is going ahead and setting up a zoom link to share it with our client. * Calling the client over his cell phone due to technical issues with zoom | Engineering  120 |
| 4:00pm to 4:25pm | **Updating client with design**   * Asking the client if changing the dispenser will help dispensing. * Client informed that he would like a dispenser to be on top. * Nygel asked if it is possible to have access to gorge tech design. * Samantha asked the client on his feedback about our fidelity design. * The client mentioned that dispenser was the thing that he wants to change. * Nygel asked if people in Cameroon have access to shipping company such as amazon. * Client is reasserting on the importance of making the design as simple as possible. * Musab asked how people have access to wood and other resources * Humoud asked if client knows any manufacturers or shops for plastic. * Client asked if it is possible to add an electrical motor. | Engineering  120 |
| 4:25 pm until the end | **Changing meeting time with client**   * Asking client to change the meeting date to Thursday at 4:00 pm. * Client mentioned that he can meet on Thursday, but client prefers meeting earlier if possible. * Client asked if it possible to make the device from coconut wood * Client mentioned that making the device from wood would be better since the people have access to strong wood. | Engineering 120 |