MEETING MINUTES

# Topic: Team meetings

## Wednesday, March 25, 2020

## 12:00 pm – 1:00 pm

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

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

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

**Table 1. Record of meeting.**

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| 12:00 pm to 12:30 pm | **Team meeting discussing plans for the week**   * Nygel and Humoud, mentioned that the manual can be with real photographs. * Humoud asked when we would like to meet with Chuck? * Team decided to meet on Friday after. * Musab asked if we need to build a new handle. * Nygel said that he could not manufacture the handle. * Samantha asked if Nygel tried creating. * Team is concerned about getting supply to testing the roller. * Humoud mentioned that the C shaped is harder to manufacture in comparison to the design that the team made. | Phone conference |
| 12:30 pm to 1:00 pm | **Team meeting discussing plans for the week**   * Samantha asked if Nygel uploaded the video on google drive. * Nygel mentioned that he did not but he will update it. * Humoud Mentioned that the team should meet to practice on the presentation prior to meeting. * Humoud asked if team can meet anytime. * Samantha mentioned that the she cannot meet on the weekend and any other time should be. * Humoud mentioned if the team can use Arizona guidelines for personal hygiene and USDA for wood board * Samantha mentioned that the team can use the USDA and Arizona regulations for * Asking Dr. Trevas about the deadlines for the assignments. * Give chuck on general update and bring up the manual to get chuck feedback. | Phone conference |