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 |