MEETING MINUTES

# Topic: Meeting with mentor

## Friday, March 27, 2020

## 3:30 pm – 4:30 pm

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

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

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

**Table 1. Record of meeting.**

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| 3:30 pm to 3:50 pm  | **Updating Mentor on the teamwork*** Nygel mentioned that the team does not have to make any prototype.
* Nygel asked what the team needs in the manual.
* Mentor mentioned that the team only need the dimensions.
* Mentor mentioned that the team does not need to mention details about making the device.
* Chuck mentioned that the team can simply use.
* Samantha asked if the team should recommend what they feel would work.
* Mentor mentioned that the team should mentioned what they did and then put a section for what they recommend.
* Mentor mentioned that the team should have calculations to explain the professor the reasoning of what the team did.
* Humoud mentioned if the team can use FDA and USDA.
* Mentor Mentioned that team can use the FDA and USDA and explain why they used them.
* Mentor mentioned that the capstone team will be judged based on the writing and explanation of the design.
 | Phone call  |
| 4:00 pm to 4:30 pm  | **Mentor suggestions for the teamwork*** Mentor asked that he was not able to see the team roll anything.
* Nygel mentioned that he does not have cocoyam leave to roll.
* Mentor mentioned that the team should mention in the operating manual if they used palm oil.
* The team can suggest what the team learned.
* Chuck mentioned that the team can make an analysis on what type of wood and how the compare to the USDA.
* Humoud mentioned that the team has all the tests and analysis such as, a drop test.
* Mentor mentioned that the team should make the thing that break the device that last thing.
* Mentor mentioned that the team is in a good shape and if the team finds out that the team is missing any analysis then the team should add it.
 | Phone call |