MEETING MINUTES

# Topic: Staff meeting

## Thursday, April 16 , 2020

## 4:00 pm – 5:00 pm

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

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

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

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 4:00 pm to 4:15 pm | **Discussing the poster and the video with the instructor.**   * Humoud asked about the tests that the team does not have done * Dr. Trevas mentioned that the team does not need to mention them * Dr. Trevas mentioned that the team does not need to mention the induvial tests * Samantha asked if the deadline is on Sunday or Friday * Dr. Trevas mentioned that the deadline is going to be on Sunday, and he will contact the symposium. * Dr. Trevase mentioned that the team should discuss the steps to create the device. * Dr. Trevas mentioned that the video for the presentation should be between 12-15 minutes * Dr. Trevas mentioned that the video pitch for poster is optional and the time 1.5-3 minutes. * Nygel asked if the team did not create have to create the poster. * Dr Trevas mentioned that the video is optional. | Zoom call |
| 4:15 pm – 5:00 pm | **Team discussion**   * Humoud asked if we need to create drawing or bullets. * Samantha and Nygel that we are going to put some bullets points and mention some steps. * Musab asked about the poster if it is mandatory. * Humoud and Samantha mentioned that team does not need to make. * Humoud asked if the team should do the edits induvial as comments until tomorrow meeting. * Samantha a mentioned that this will be a good idea * Nygel mentioned that he will take the drop test, manufacturing, FEA tests and tests that we were unable to create. * Humoud asked if the team are using international or English units. * Samantha and Nygel mentioned that the team decided to switch to English units. | Zoom Call |