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.**

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| 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 |