MEETING MINUTES

# Topic: Staff meeting

## Thursday, April 23 , 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 – 5:00 pm | **Team discussion**   * Humoud updated team on client and mentor replies. * Humoud was wondering how the team want to work on the manual. * Samantha suggested that the team members should work on the manual steps. * Musab asked how to log in to zoom for tomorrow meeting. * Samantha mentioned that as long as we log in with NAU emails all members will be able to access it. * Humoud was having an issue logging in the account. * Samantha walked humoud on troubleshooting the connection issue. * Samantha sent everyone an invite to the meeting. * Humoud Asked Nygel how the team will get the reimbursement for the three d printed handle. * Nygel mentioned that after the three D part handle get printed, he will contact the library to see if the team account can be charged. * Nygel asked if Samantha can upload the dimensions to the drive. * Samantha that she will upload the dimensions and drawings. * Nygel mentioned that he will have to change the sheet size. * Nygel asked if the team wants to keep any parts prior to shipping them to the client. * Team members mentioned that the team should send everything but the plunger dispenser to the client. * Humoud said that he will create the template for the manual on the drive. * Samantha did that it would be easier to work on the sections individually. * Nygel mentioned that there is an example on bblearn for the manual. * Team members will look into the example uploaded on bblearn as a refence. | Zoom Call |