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 |