# Topic: Mentor and client meetings

## Saturday, October 12, 2019

## 3:00 pm – 5:00pm

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

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

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

**Please bring:** Questions to the mentor and client.

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 3:00 pm to 3:30 pm  | **Updating mentor with client changes** * Clarifying that the dispenser can be continuous flow
* Sharing with the client information about the design that did not work.
 | Room 120 |
| 3:30 to 4:20 pm | **Walking mentor with rolling designs** * The mentor had questions about how the roller designs work
* Each team member walked the mentor with their rolling design.
* Showing our final design to the client.
 | Room 120 |
| 4:20 to 4:30 | **Asking mentor technical questions** * Humoud Asked the mentor how to calculate the labor since there is not a set amount of salary
* Humoud Asked if the team should experiment with all designs
* The client mentioned that the team should not neglect any design and experiment with all designs.
 | Room 120 |
| 4:30 until the end  | **Introducing ourselves to the client** * The client talked about himself, family and kids
* Each team member introduced themselves to the client.
 | Room 120 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Bring continuous flow design  | All members | 10/22/19 | 10/22/19 |

**Next formal meeting: 10/22/19, room 229, health profession Building, at 5:30pm.**