# 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.**