MEETING MINUTES

# Topic: concept evaluation decision matrix

## Monday, October 7, 2019

## 5:30 pm – 8:30pm

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

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

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

**Please bring:** \_laptops to work on the presentation

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 5:30 pm to 6:00 pm  | **The team started setting the decisions matrix for both the dispensing and rolling devices*** Each member was uploading their own concepts.
 | Room 112 |
| 6:30 to 7:00 pm | **Setting up the decision and Pugh charts criteria’s** * Humoud is having issue with the transferring some of the customer requirement to engineering requirement
* Nygel , Samantha and Musab agreed on adjusting some customer requirements to be able to evaluate them.
 | Room 112 |
| 7:00 to 7:50 | **Team evaluating decision matrix*** The team evaluated the dispenser and roller process in the decision chart
* The team weighted the engineering requirement based on engineering requirement.
 | Room 112 |
| 7:50 until the end  | **Team member started creating slides outline and assigning members** * Team members all created outline of the slides.
 | Room 112 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Humoud should ask if Dr.Oman want Solidwork screenshots or if she needs dimensions as well. Also, Humoud should ask about if simplicity calculation is acceptable for back of the envelope calculations.  | All members | 10/07/19 | 10/07/19 |

**Next formal meeting: 10/08/19, room 112, Engineering Building, at 7:30pm.**