MEETING MINUTES

# Topic: Drawing, back of the envelope calculation, costs and presentation practice, cost analysis .

## Tuesday, October 8, 2019

## 7:30 pm – 12:00pm

**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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| --- | --- | --- |
| 7:30 pm to 8:00 pm | **Drawing and back of envelope calculation**   * Samantha is working on drawing the dispenser. * While the rest of team members are working on calculations for Alumnium, wood and steel material | Room 112 |
| 8:30 to 9:00 pm | **Drawing and back of envelope calculation**   * Humoud, Nygel and Musab are having issues finding information about plastic and aluminum calculations. * Samantha is working on the roller drawings. | Room 112 |
| 10:00 to 10:50 | **Costs in Africa V.S USA and Drawing**   * Humoud is looking for the prices of welding, labor and 3D printing * Humoud Could not find any information * Nygel suggested to look for prices in the USA * Nygel is assisting Samantha in the drawing of the roller. | Room 112 |
| 10:50 to 11:30 | **Formatting slides and Drawing**   * Humoud and Musab are editing and adding slides. * Nygel and Samantha are working on the roller part of the drawing. | Room 112 |
| 11:30 until the end | **presentation practice**  Team members are practicing the presentation | Room 120 |

**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Bring questions for our mentor and clients | All members | 10/11/19 | 10/11/19 |

**Next formal meeting: 10/11/19, room 112, Engineering Building, at 3:00pm.**