MEETING MINUTES

# Topic: Final report.

## Tuesday, November 12, 2019

## 7:30 pm – 8:00pm

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

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

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

**Please bring:** Laptops

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 7:30 pm to 7:45 pm  | **Creating Microsoft team drive** * Nygel is creating Microsoft team drive for everyone to be able to work on without having to edit the format in the google docs.
* Samantha is having issue logging in the account.
* Samantha figured out the issue of her having two emails.
 | Room 120  |
| 7:45 pm – until the end | **Dividing the work for the final report.** * Humoud and Musab will do the FMEA and they need a total of 40 potential failures and discuss them per sub system to roller , base roller, dispenser, and reservoir and section 5.1.
* Nygel is taking the testing section.
* Samantha is taking the standers\ds and code section.
 | Room 120 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Humoud and Musab FMEA and 5.1.Nygel Testing section.Samantha standards and code.Everything before 2.5 section similar to the primarily report.   | All members | 11/14/19 | 11/14/19 |

**Next formal meeting: 11/19/19, Engineering room 120, at 7:30pm.**