MEETING MINUTES

# Topic: presentation 3

## Monday, November 4, 2019

## 5:30 pm – 7:30pm

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

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

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

**Please bring:** \_topics for self-learning assignment

**Table 1. Record of meeting.**

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| 5:30 pm to 6:30 pm | **Working on failure modes causes and effects.**   * Samantha is working on inputting the failure mode * Humoud, Nygel and Musab are discussing the failure modes with each other prior to Samantha inputting the failure modes * Musab is inquiring if the slots will be added to our final design * The team was looking at the shop owners’ messages to see if the materials sizes will be reasonable for the final prototype * Samantha and Nygel talking about the best way to hold the sheets | EGR 3nd floor |
| 6:30 pm – 7:00 pm | **Discussing the occurrence, detection and severity.**   * The team is going over the likelihood, detection and severity of each part. | EGR 3nd floor |
| 7:00 pm until the end | **Working on the excel sheet**   * The team divided the excel parts | EGR 3nd floor |

**Next formal meeting: 11/5/19, Engineering building, Engineering Lobby, at 7:30pm.**