MEETING MINUTES

# Topic: presentation 3 finalization.

## Monday, November 5, 2019

## 7:30 pm – 9:30pm

**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.**

|  |  |  |
| --- | --- | --- |
| 7:30 pm to 8:30 pm | **Working on the presentation**   * Humoud is working on formatting his slides. * Musab is working recommended actions for the FMEA. * Samantha and Nygel are working on calculating the actual. * Humoud is working on deflection calculation for handle. | Room 120 |
| 8:30 pm – 9:30 pm | **Discussing the occurrence, detection and severity.**   * The team is going over the likelihood, detection and severity of each part. | Room 120 |
| 7:00 pm until the end | **Working on the excel sheet**   * The team divided the excel parts * Each member was setting up and working on their parts. | Room 120 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| * Humoud is doing CR and Testing slide * Nygel is doing the Risks analysis ER slide * Musab is doing FMEA project description slide * Samantha is doing Cad and budget schedule slide | All members | 11/5/19 | 11/5/19 |

**Next formal meeting: 11/12/19, Engineering building, Engineering Lobby, at 7:30pm.**