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.**

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| --- | --- | --- |
| 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.**