MEETING MINUTES

# Topic: Meeting Minutes 3rd

## Date: Tuesday , March 26, 2019

## Time: 4:00 pm – 5:00pm

**Location: Classroom meeting**

**Minutes recorded by \_\_\_Sultan Alharbi\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **\_\_\_\_Staff meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_Fahad, Abdulaziz, Hussain, abdullah and Sultan**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 1:00-1:15pm | **Discission**   * Goals of the meeting. * Resolve the issue we had from the first presentation: finish up the QFD and discuss current prototype in the same area for the benchmarking. * Modify and finish the problem decomposition. * Finish the concept generation. |
| 1:15-1:30pm | Ideas  * figure out how the software we are going to be using works. * order the mega arduino. * Start putting the material we have finished in to the prime report.   . |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| finish the problem decomption and concept generation | All team members | 02/27/19 | 02/29/19 |
| Create a Google Doc for the second presentation | All team members | 02/27/18 | 03/4/19 |

**Next formal meeting: 02/28/ 2019**

**Next members responsible for agenda: Aziz .**

**and meeting minutes: Hussain .**