MEETING AGENDA

# Topic: Staff Meeting-1

## Thursday, January 24, 2019

Meeting called by: Fahad Alotaibi

**Attendees: All Team Members**

**Please bring:** Laptops and Class notes

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| --- | --- | --- |
| 4:00pm - 4:05pm |  Discussion* References of each member.
* Understanding the project more details.
 | Classroom  |
|  4:05pm-4:10pm |  **Review Reference with GTA or the professor** * How good are the references that we brought.
* Are there sources can we get to help us in the deign
* Checking the materials that we should not use in the design
 | Classroom |
| 4:10pm – 5:20pm |  **Project Design** * Sensors that we need to use in the design
* Finding solutions to the sorting Logo sizes not colors .
* Searching for designs depending on the objectives and constrains.
 | Classroom  |

Upcoming requirements:

1. All members are required to be on times.

Tasks to be completed prior to meeting:

|  |  |  |
| --- | --- | --- |
| Group Member | Task | Start Date |
| All member | Setting up a meeting with the professor  | 01/25/19 |
| All members | How will be doing the meeting minutes | 01/25/19 |