

Meeting with: Team Meeting

Attendance: All team members

Date: June 24th, 2020

Meeting Minute Taken by: Talal Alshammari

Meeting Minute

Staff Meeting:

The meeting purpose was to discuss Memo Progress 1 and divide the work.

Table 1 Hardware Review

Group Member	Subject Discussed
Bryce Davis	Discussed the engineering requirements, what are the ones that met the customer requirements and what did not in the current design.
Zachary Bell	Discussed the customer requirements and made sure to go through all the client specifications toward the design.
Shirley Hatcher	Discussed the design changes since the last semester and introduced her work on the Arduino.
Talal Alshammari	Discussed the future changes due to the last feedback from the client regarding the possibility of purchasing the fume hood. Also, went through the future plan for the project.

- 1) Talal: Should we make three manual one for each option?

Dr. Oman: You can make three structured manuals one for each option now and start filling the accessible information that you have until now, such as warnings. Then adding information on each manual instead of just waiting for Dr. Lerner response without working on something that could be useful to put in the final report.