

MEETING MINUTES

Topic: What is our design

Tuesday, May 30th, 2017

12:00 pm – 2:00pm

Minutes recorded by Cooper Holden

Meeting called by Mohammed Alenezi

Attendees: All Team Members

Please bring: Composition Book

Table 1. Record of meeting.

12:00 pm to 12:05 pm	Introduction <ul style="list-style-type: none">• Started the meeting by explaining the agenda.• Who will take the meeting minutes?• Discuss any issues that need to be covered in the meeting	Computer Lab
12:05 pm to 1:00 pm	Design Revisions <ul style="list-style-type: none">• Revisions made to existing design<ol style="list-style-type: none">1. Changed to one motor and slightly different drive system• New design should be easier to build and should be more reliable	
1:00 pm to 1:45 pm	Discussing Upcoming Meetings and Assignments <ul style="list-style-type: none">• Device housing needs to be finalized and printed to prepare for hardware review 1.• Each print iteration takes approximately two days to complete so these jobs need to be submitted as early as possible to account for errors.	Computer Lab

1:45 pm to 2:00 pm	Plan for Next Meeting <ul style="list-style-type: none"> • Finish assigned tasks and make not of any issues for next meeting 	Computer Lab
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Get casing parts submitted for printing	Mohammed and Aziz	06/15/2017	06/17/2017 (Print shop error)
Complete Minutes and send to Aziz for uploading to website	Cooper Holden	05/30/2017	06/03/2017

Next formal meeting: 06/07/2017, Computer Lab ,Engineering Building, at 12:00 pm.

Topic: What is our design

Wednesday, June 16th, 2017

12:00 pm – 2:00pm

Minutes recorded by Aziz Alkandary

Meeting called by Cooper Holden

Attendees: All Team Members

Please bring: Composition Book

Table 1. Record of meeting.

<p>12:00 pm to 12:05 pm</p>	<p>Introduction</p> <ul style="list-style-type: none"> Started the meeting by explaining the agenda. Who will take the meeting minutes? Discuss any issues that need to be covered in the meeting 	<p>Computer Lab</p>
<p>12:05 pm to 1:00 pm</p>	<p>Design Revisions/Review</p> <ul style="list-style-type: none"> Slightly behind schedule due to issue with 3D printing. Size issues have been mostly resolved but some errors on part of the print shop have caused misprints Housing needs to be fully completed before testing begins because most of testing revolves around stress testing and functionality 	
<p>1:00 pm to 1:45 pm</p>	<p>Discussing Upcoming Meetings and Assignments</p> <ul style="list-style-type: none"> Housing should only require one more print iteration to be where we need it to be Hardware review 1 on track 	<p>Computer Lab</p>
<p>1:45 pm to 2:00 pm</p>	<p>Plan for Next Meeting</p> <ul style="list-style-type: none"> Finish assigned tasks and make not of any issues for next meeting 	<p>Computer Lab</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Get casing parts fixed submitted for printing	Mohammed and Aziz	06/16/2017	N/A
Complete Minutes and send to Aziz for uploading to website	Cooper Holden	06/16/2017	06/18/2017

Next formal meeting: 06/21/2017, Computer Lab ,Engineering Building, at 12:00pm.

Topic: What is our design

Wednesday, June 7th, 2017

12:00 pm – 2:00pm

Minutes recorded by Cooper Holden

Meeting called by Cooper Holden

Attendees: All Team Members

Please bring: Composition Book

Table 1. Record of meeting.

12:00 pm to 12:05 pm	Introduction <ul style="list-style-type: none">• Started the meeting by explaining the agenda.• Who will take the meeting minutes?• Discuss any issues that need to be covered in the meeting	Computer Lab
12:05 pm to 1:00 pm	Design Revisions/Review <ul style="list-style-type: none">• Project on track to be completed ahead of schedule• Some issues with 3D printing as unit conversions must be made and are not as accurate as we'd like• All other aspects of design are sound and work as expected• One motor burnt out during testing	
1:00 pm to 1:45 pm	Discussing Upcoming Meetings and Assignments <ul style="list-style-type: none">• Issues with CAD rendering and conversions need to be eliminated• Two weeks remain until hardware review one so time is still available	Computer Lab

1:45 pm to 2:00 pm	Plan for Next Meeting <ul style="list-style-type: none"> • Finish assigned tasks and make not of any issues for next meeting 	Computer Lab
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Get casing parts submitted for printing	Mohammed and Aziz	06/15/2017	06/17/2017 (Print shop error)
Complete Minutes and send to Aziz for uploading to website	Cooper Holden	06/07/2017	06/09/2017

Next formal meeting: 06/16/2017, Computer Lab ,Engineering Building, at 12:00pm.

Topic: What is our design

**Wednesday, June 21th, 2017
12:00 pm – 1:45pm**

Minutes recorded by – Ebraheem Alnafjan

Meeting called by all team members

Attendees: All Team Members

Please bring: Composition Book

Table 1. Record of meeting.

12:00 pm to 12:30 pm	Introduction <ul style="list-style-type: none"> • Make sure that we are on track and not behind schedule • Make sure that there is no issue with the previous minutes • Ensuring who will record the meeting minutes for the meeting 	Computer Lab
12:30 pm to 1:15 pm	Design Revisions/Review <ul style="list-style-type: none"> • Gone over the comments that Dr.Sara gave us • Did a few tests before our meeting with Dr.Sara • Discussed what needed to be done to the device • Reviewing midpoint report requirements 	Computer Lab
1:15 pm to 1:30 pm	Discussing Upcoming Meetings and Assignments <ul style="list-style-type: none"> • Decide who is doing what before next meeting • Making sure that each team member is able to complete his part • Planning when we should meet next time 	Computer Lab
1:30 pm to 1:45 pm	Plan for Next Meeting <ul style="list-style-type: none"> • Deciding when our next meeting would be 	Computer Lab

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Summarizing what needs to be done before the next hardware review	Cooper	06/29/2017	06/28/2017
Testing the motors and what motor should be used	Fahd Alaskar	06/29/2017	06/27/2017
Testing how many batteries are needed	Ebraheem	06/29/2017	06/27/2017
Making a few changes to the cover of the device by using solid works	Mohammad Alenezi & Abdulaziz Alkandary	06/29/2017	06/28/2017

Next formal meeting: 06/29/2017, Computer Lab ,Engineering Building, at 3:00pm.

Topic: What is our design

Wednesday, June 21th, 2017

12:00 pm – 1:45pm

Minutes recorded by – Ebraheem Alnafjan

Meeting called by all team members

Attendees: All Team Members

Please bring: Composition Book

Table 1. Record of meeting.

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1:30 pm to 1:45 pm	<p>Plan for Next Meeting</p> <ul style="list-style-type: none"> • Deciding when our next meeting would be 	Computer Lab

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Testing the motors and what motor should be used	Fahd Alaskar	06/29/2017	06/27/2017
Testing how many batteries are needed	Ebraheem	06/29/2017	06/27/2017
Making a few changes to the cover of the device by using solid works	Mohammad Alenezi & Abdulaziz Alkandary	06/29/2017	06/28/2017

Next formal meeting: 06/29/2017, Computer Lab ,Engineering Building, at 3:00pm.