

The Wonder Factory

Meeting Agenda

April 22, 2017

Meeting Type: Machine shop and practicing presentation

Meeting Minutes: Abdullaziz Omar

Attendees: Abdulaziz Omar, Jonathan Witherspoon and Cameron Munger

- I. Discuss duty of each person in their specificity for presentation and machine shop
 - a. Jonathan Witherspoon did the PowerPoint slides
 - b. Cameron Munger Discussed about the bill of material assignment
 - c. Abdulaziz Omar did the Gantt chart
- II. The team gathered in front of the machine shop at 12 p.m.
 - a. Each team member followed the instructions giving by the machine shop manager
 - b. Each team member followed the safety apparel
 - c. Each team member passed machine shop safety exam
- III. Discussed how we will build the prototype
 - a. Cameron Munger discuss how we build it using wood
 - b. Jonathan Witherspoon discuss how he will build the sprockets and the chain to connect the cranks to the mirrors

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Meeting Agenda

April 28, 2017

Meeting Type: Final report

Meeting Minutes: Mohammed Almaie

Attendance: Mohammed Almaie, Jonathan Witherspoon and Cameron Munger

- I. Discuss duty of each person in finalizing the final report
 - a. We discussed our final exams schedule and see if we all able to meet with Dr Wade in Monday finals week at 9
 - b. Mohammed, Aziz and Cameron have exam at 10 a.m. so we were thinking if can make the meeting at 8 if Dr Wade Able to do it.
 - c. Mohammed Almaie The website and agenda
 - d. Abdullaziz Omar must review other capstone team website
 - e. Jonathan Witherspoon ask us about all concept variants sketches because we might need it for our final report
 - f. Cameron Munger did the solid work

Main topic	
Staff Meeting with Wade at 9:10 02-08-17 (Weds)	
The Entire team will attend	
"Contacting the client"	
"Gant chart acceptable"	
"Issues between lack of customer requiremnts and background infor for background report"	
Attempt to meet with contact within (1-2 weeks)	
"John will contact the client via email after input from wade to attempt to schedule a meeting with contact"	
Background Report (Due 02-13-17)	
Meet with wade and voice concerns about gathering background info on a unknown project	
Work breakdown schedule/ Gant Chart	
Will work on the gant chart as a team on Monday durning class time / meeting time.	
Gannter	
Cameron will learn the usage of gannter for usage during next meeting	
Cameron will also be the Topic leader for next meeting	
Things that need to be done until then	
Each member will come up with 2 basic concepts of what they see the project as	
do some preliminary background resaerch based off those concepts	
share the google drive folder with Wade (jlw19803@gmail.com)	
Next meeting	
Work on gant chart	
Concept gen	
Research background	
John will take meeting minutes next meeting	

Meeting Minutes

12:40 – 1:30

02-28-17

Attendees: Cameron, John, Mohammed.

The team went over an email sent out by Dr. Oman about the writing that has been done by past groups.

Our team was to

1. Go over points 1-4
2. Open example reports and discuss with the team the quality of said reports.
3. Go over past teams' websites
4. Open our teams background report and read through the comments.

The team looked over past reports and noticed nice formatting and useful graphics. The websites were also nicely formatted and with graphics. Our background report did not have pictures for the reader and it didn't have any graphics that represented our teams goal.

In the future we will attempt to break up blocks of text by adding relevant and useful pictures.

Next Time:

Meet at SSLC

Go over 5-10