

MEETING MINUTES

Topic: Project Discussion

Wednesday, January , 31 2017

6:10 pm – 6:40 pm

Minutes recorded by Barjas Albarazi

Meeting called by Dr. Trevas

Attendees: Barjas Albarazi , Faisal Alanezi , Yousef Almutairi ,Khaled Alhusainan And Dr. Trevas

Executive Summary:

All team members attended the meeting that was located room 120. Third meeting following up with the spring design that would hold the pin.

Table 1. Record of meeting.

6:10 pm to 6:20 pm	Begin Meeting <ul style="list-style-type: none">Faisal started the meeting talking about his action item for last weekFaisal did some designs for the box that covers the gears.Saad and Barjas talked about visiting the machine shop and what is the process of designing the gear box.Khaled talked about the markers that he was working on.	Room 120
6:20 pm to 6:30 pm	Discussion about the Project <ul style="list-style-type: none">We talked with Dr.Trevas about the design of the spring that would hold the pin.Dr. Trevas suggested that we can use magnets in order to hold the pin.	Room 120
6:30 pm to 6:40 pm	Plan for the Next Meeting <ul style="list-style-type: none">Action itemsKhaled: markersSaad : SolidworkYousef: SolidworkBarjas: MagnetsFaisal: Solidwork	Room 120