# MEETING AGENDA

**Topic: Staff Meeting-4**

**Tuesday, March 26, 2019**

Meeting called by: Fahad Alotaibi and Sultan Alharbi

**Attendees: All Team Members**

**Please bring:**     Laptops and Class notes

| 4:25pm - 4:30pm | **Discussion**<br>● Website check number 2.<br>● Due day<br>● IF there is any source we can get to help on the website. | Classroom |
|---|---|---|
| 4:30pm-4:35pm | **What is the current state of your project and prototyping?**<br><br>● Waiting for the individual analyzing.<br>● Update the primarily report.<br>● Waiting for the digital weight. | Classroom |
| 4:35pm – 5:45pm | **Status of analyses/modeling?**<br><br>● Abdullah's tasks are Sensors, Algorithms, and Arduino.<br>● Sultan's task is Conveyor Belt with Motors.<br>● Fahad's task is Sorting Mechanism Motors (Actuator)<br>● Hussain's tasks Scale Hacking and Arduino. | Classroom |

Upcoming requirements:
1. All members are required to be on times.

Tasks to be completed prior to meeting:

| Group Member | Task | Start Date |
|---|---|---|
| Abdullah | Setting up a meeting with the professor to work in the Arduino | 03/28/19 |
| All members | Abdullah will be doing the meeting agenda and Hussain will be doing to meeting minutes. | 04/1/19 |