

# MEETING MINUTES

## Topic: Meeting Minutes

Date: Thursday , March 28, 2019

Time: 4:00 pm – 4:45pm

Location: Classroom meeting

Minutes recorded by Sultan Alharbi

Meeting called by Staff meeting

Attendees: Fahad, abdullah and Sultan

Table 1. Record of meeting.

<b>4:00-4:15pm</b>	<b>Discission</b> <ul style="list-style-type: none"><li>• Read the website Instruction pdf on bblearn and have some ideas for website check#2.</li><li>• The website check#2 extended to 4/7/19 midnight.</li></ul>
<b>4:15-4:30pm</b>	<b>What is the current state of your project and prototyping?</b> <ul style="list-style-type: none"><li>• The digital scale will arrive 4/2/19 tuesday.</li><li>• We will starting working on some prototyping based on what we think need to be prototyped before ME-486C.</li></ul>
<b>4:30-4:45</b>	<b>Status of analyses/modeling?</b> <ul style="list-style-type: none"><li>• Sultan's task is Conveyor Belt with Motors. His prototype is the two conveyor belt to align the Legos.</li><li>• Fahad's task is Sorting Mechanism Motors (Actuator). Look at some motors that has a feedback.</li><li>• Abdullah's tasks are Sensors, Algorithms, and Arduino. His prototype is to make the digital scale identify 5 different type of Legos using Arduino.</li></ul>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Start working on website check#2	All team members	4/7/19

Next formal meeting: 02/28/ 2019

Next members responsible for agenda: Abdullah.

and meeting minutes: Hussain.