

# MEETING MINUTES

## Topic: Meeting Minutes

Date: Thursday , Apr 4, 2019

Time: 4:00 pm – 4:45pm

Location: Classroom meeting

Minutes recorded by Abdullah Almutairi

Meeting called by Staff meeting

Attendees: Fahad, abdullah and Sultan

Table 1. Record of meeting.

4:25-4:30pm	<b>Discission</b> <ul style="list-style-type: none"><li>Updating the preliminary report</li></ul>
4:30-4:35pm	<b>What is the current state of your project and prototyping?</b> <ul style="list-style-type: none"><li>Waiting for the individual analyzing</li><li>Waiting for the digital weight and the voltage scale</li><li>Best material to build the prototyping.</li></ul>
4:35-4:45	<b>Status of analyses/modeling?</b> <b>Due April 7.</b> <ul style="list-style-type: none"><li>Abdullah's tasks are Sensors, Algorithms, and Arduino</li><li>Sultan's task is Conveyor Belt with Motors</li><li>Fahad's task is Sorting Mechanism Motors (Actuator)</li><li>Hussain's tasks Scale Hacking and Arduino</li></ul>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Start working on website check#2	All team members	4/14/19

Next formal meeting: 04/2/ 2019

Next members responsible for agenda: Husain.

and meeting minutes: Abdullah.