

Meeting Minutes: Week 1
ME 486C - 004
Hozhoni Art Team A, Team #17
01/18/2017
Time held: 3:30pm to 5:30pm
Location: EGR Building
Recorded by: Mohammad Alotaibi

Attendance: Waleed Ahmad, Mohammad Alotaibi, Ahmad Alotaibi, Haitham Almohammedsaleh, and Madison Douglass

Final design – 3:30-4:10

First, we changed parts of the final design according to our customer's requirement, and what they asked us to do for the multi-angle easel. After that, we talked about what we obtained from Hozhoni art gallery when we visited them. Then, we had some designs on the board for our new final design and we voted for the best and the most effective design between them. After that we discussed the way that we are going to transport the materials that we bought from the Engineering building to the machine shop

Schedule meeting – 4:10-4:50

We discussed and found the best time to meet for team meeting according to our course schedule. We found the best time is to be in the class time on Wednesday and on Tuesday at 5:30 for our meeting. Also, we determined three time slots to meet with our instructor which are Monday at 11 a.m., Wednesday at 5 p.m. and Friday at 11 a.m. So our time agreements should be the following:

Team Meetings availabilities:

- Wednesday and Tuesday on 5:30 pm

Staff Meetings availabilities:

- Monday and Friday at 11 am
- Wednesday at 5 pm

Re-arrange parts - 4:50-5:00

We went over what each member should do before the first presentation. In addition, the document manager will be fixing the final proposal comments along with all team members. According to the new changes in the final design, the software developer will make these changes to the CAD package after visiting the gallery again to take the final measurements to give them to the machine shop to start working on them.

Future assignments – 5:00-5:30

We prepared what we need for the first presentation. Also, we talked about the first report and what we need to do. Then, we prepared what we need for Design of Experiment (DOE). Finally, we make sure the materials that we ordered are ready to perceive.