

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

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.