

MEETING MINUTES

Meeting #1

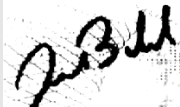



Meeting Time: 31 August, Tuesday at 9:30 PM

Meeting's Agenda:

- Introduce the team and get to know each other
- Briefly discuss the problem
- Briefly discuss the ability to solve the problem within the time

Meeting Outcomes:

- Get to know the teammates and the advisor
 - Formed the basic understanding of the problem
 - The need of a detailed discussion within the next week
-

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #2

Meeting Time: 8 September, Wednesday at 9:30 PM

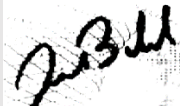



Meeting's Agenda:

- Detailed discussion about the problem
- Discuss the expectations during both semesters

Meeting Outcomes:

- A clearer understanding of the problem
- Cleared the expectations during the two semesters

Meeting minutes: 60 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #3

Meeting Time: 16 September, Thursday at 8:00 PM

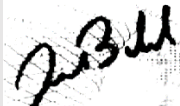



Meeting's Agenda:

- Discuss the exact project objectives
- Discuss the scope and what to turn in by the end of it
- Discuss the scope of the project

Meeting Outcomes:

- Discussed the objectives
- Discussed and agreed on the some listed wants and musts
- Discussed the scope

Meeting minutes: 60 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #4

Meeting Time: 21 September, Thursday at 1:00 PM

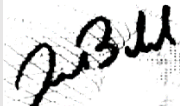



Meeting's Agenda:

- Discuss some standards related to the project
- view some literatures related to the project and discuss them

Meeting Outcomes:

- formed a good knowledge basis required to

Meeting minutes: 45 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #5

Meeting Time: 19 September, Sunday at 5:00 PM

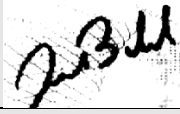



Meeting's Agenda:

- Discuss few points related to the assumptions
- Discuss the team members roles

Meeting Outcomes:

- Cleared the points in assumptions
- Agreed on the team members roles

Meeting minutes: 50 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #6

Meeting Time: 26 September, Sunday at 7:00 PM

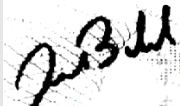



Meeting's Agenda:

- Discuss the milestones
- Discuss some related resources for the project

Meeting Outcomes:

- Agreed on the discussed milestones for both term one and two
- Viewed some related resources in the project topic

Meeting minutes: 45 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #7

Meeting Time: 3 November, Wednesday at 8:00 PM

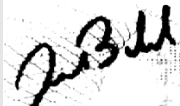



Meeting's Agenda:

- Discuss the initial alternatives
- Discuss the related block diagrams

Meeting Outcomes:

- Rejected few alternatives and accept the others
- Modified the related block diagrams

Meeting minutes: 60 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #8

Meeting Time: 7 November, Sunday at 8:00 PM

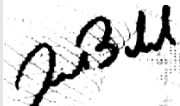



Meeting's Agenda:

- Discuss the selected alternative
- Discuss the baseline design
- Mature the design

Meeting Outcomes:

- Agreed on the selected alternative
- Improved the initial design

Meeting minutes: 50 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #9

Meeting Time: 9 November, Tuesday at 1:00 PM

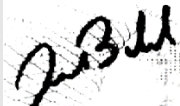



Meeting's Agenda:

- Discuss the required hardware
- Discuss some adjustment on the baseline design

Meeting Outcomes:

- Listed the main hardware components
- Changed the sketched design of the platform

Meeting minutes: 45 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	

Meeting #10

Meeting Time: 12 November, Thursday at 1:00 PM

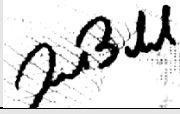


Meeting's Agenda:

- Discuss the initial implementation
- Discuss the electrical & mechanical specifications

Meeting Outcomes:

- Agreed on the final version of the mechanical specification
- Added some parts to the hardware list

Meeting minutes: 50 mins

Name	Signature
Dr. Muhammad Bilal	
Muhannad Saeed	
Suliman Abbas	
Wael Aldhaheeri	