## 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

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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**