

Meeting Minutes 1

Date: 20/05/2024

Time: 3:00 PM

Location: In Person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Finalize the team agreement, including task assignments and conflict resolution strategies.
- Discuss chosen topics for the senior design project.
- Conduct further research on selected topics and brainstorm solutions for potential project issues..

Meeting Minutes:

- Reviewed and discussed the team agreement, clarifying task assignments and outlining procedures for resolving conflicts.
- Consulted the professor to obtain approval for the team agreement.
- Explored and deliberated on potential senior design project topics.
- Conducted additional research on selected topics to identify project challenges and brainstormed solutions.

Next Steps:

- Schedule a meeting with the professor to seek approval for all decisions and gather his insights.
- Take the necessary steps to finalize the team agreement based on the professor's feedback.
- Implement solutions for identified project issues and continue refining project plans.

Meeting Minutes 2

Date: 22/05/2024

Time: 3:00 PM

Location: In Person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Conduct further research on a specific project topic.
- Identify and address previous issues encountered in similar projects.
- Discuss procurement of necessary components and schedule a meeting with the professor for verification.

Meeting Minutes:

- Focused on one project topic and conducted extensive research to deepen understanding.
- Analyzed previous research on the project and identified common issues faced during project execution.
- Brainstormed solutions to mitigate potential challenges and conducted additional research on required project components.
- Discussed the importance of meeting with the professor to validate the list of components and ensure accuracy.
- Deliberated on the quantity of components to order, considering factors such as susceptibility to damage or malfunction.

Next Steps:

- Arrange a meeting with the professor to review and validate the list of required project components.
- Finalize procurement plans based on the discussed quantity requirements and component vulnerabilities.
- Proceed with research on ordering necessary components and continue project planning and preparation.

Meeting Minutes 3

Date: 27/05/2024

Time: 1:00 PM

Location: via zoom

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Review of the last version of the proposal that was submitted.
- Deliberation and completion of the interview queries.

Meeting Minutes:

- The team gathered to review the submitted proposal.
- An agreement was reached regarding the interview questions specific to each interviewee.
- Following the interviews, further discussions were held to delve into the specifics regarding the targeted individuals.
- We discussed the process of distribution of survey questions to a wide audience.

Next Steps:

- Conduct the scheduled interviews.
- Engage in further discussions following the interviews, focusing on the individuals targeted.
- Initiate the process by formulating survey questions and distributing them to a broad audience.

Meeting Minutes 4

Date: 29/05/2024

Time: 9:00 AM

Location: in person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Attend interviews at the Qatar Rehabilitation Institute.
- Conduct two interview sessions.
- Initiate the survey process and ensure widespread distribution.

Meeting Minutes:

- All team members gathered at the Qatar Rehabilitation Institute for interview sessions.
- Conducted two interviews as scheduled.
- Held discussions regarding the targeted demographic, leveraging insights from medical professionals and specialists working with individuals with disabilities.
- Planned the final interview session.
- Emphasized the importance of maximizing survey responses and initiating data analysis.

Next Steps:

- Proceed with the final interview session.
- Focus on maximizing survey responses and commence analysis of the collected data.

Meeting Minutes 5

Date: 03/06/2024

Time: 12:00 PM

Location: Via Zoom

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Work on Excel to list necessary components for ordering.
- Research online to find links matching the components.
- Add the researched links to the Excel sheet.

Meeting Minutes:

- Collaboratively updated an Excel spreadsheet with required components.
- Conducted web research to find matching component links, researched and found different websites necessary for different components.
- Added the web links for components to the Excel sheet.

Next Steps:

- Schedule a meeting with the professor.
- Have the professor review the components listed in the Excel sheet.
- Confirm the accuracy and relevance of the components and the associated links.

Meeting Minutes 6

Date: 05/06/2024

Time: 12:00 PM

Location: Via Zoom

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Review of the component list in the Excel sheet.
- Initiation of the benchmarking assignment.
- Allocation of assignment parts to different team members.
- Collaborative work on the benchmarking assignment.

Meeting Minutes:

- The team revisited the Excel sheet containing the component list for a thorough review.
- The benchmarking assignment was started.
- Assignment tasks were divided among team members.
- Collaborative efforts were made to compile a detailed report on existing solutions related to our project and their performance.

Next Steps:

- Finalize the review of the component list in the Excel sheet.
- Continue working on the assigned parts of the benchmarking assignment.
- Continue researching and working on the benchmarking report.
- Analyze and summarize the performance of existing solutions for the project.

Meeting Minutes 7

Date: 10/06/2024

Time: 12:00 PM

Location: In Person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Split the functional assignment and review past functional assignments
- Discuss upper-level functional modeling and create a diagram
- Discuss detailed functional modeling and document detailed steps
- Conclude the functional assignment

Meeting Minutes:

- Split the functional assignment and reviewed past assignments to ensure completeness.
- Created a diagram of the model to represent the upper-level functions.
- Discussed and documented the detailed steps of the model.
- Wrote the sequence of steps for the project.
- Hand gesture recognition systems are crucial for human-machine interaction.
- Plan to experiment with both static and dynamic hand gesture recognition systems.

Next Steps:

- Finalize the functional assignment document based on discussions and conclusions.
- Expand the system to cooperate with other devices and parts of the human body.
- Experiment with static and dynamic hand gesture recognition systems.
- Validate the accuracy and performance of the expanded system.

Meeting Minutes 8

Date: 21/06/2024

Time: 12:00 PM

Location: In Person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Visit the lab and check the purchased component list and Collect resistors and capacitors from the lab
- Discuss how components will be connected and analyze and research the functionality of each component
- Plan the connection of components
- Assign team members to study different components

Meeting Minutes:

- Visited the lab and verified the purchased component list.
- Collected all necessary resistors and capacitors from the lab.
- Analyzed the components and researched their functionality.
- Tested the components to understand their working.
- Discussed potential ways to connect the components.
- Split the team to study different components in detail.
- Assigned team members to focus on specific components.

Next Steps:

- Continue studying the assigned components to understand their usage.
- Develop a detailed plan for connecting the components.
- Begin testing connections based on the research and component analysis.
- Compile findings and progress in the next team meeting.

Meeting Minutes 9

Date: 24/06/2024

Time: 12:00 PM

Location: In Person

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Work on the final presentation slides
- Split the slides and assign topics
- Finalize the slides and Plan the presentation delivery
- Practice the presentation

Meeting Minutes:

- Met and collaboratively worked on the presentation slides.
- Split the slides among team members and started working on them.
- Discussed how to split the slides and which topics to include to ensure completeness.
- Finalized the presentation slides.
- Discussed and planned the presentation delivery methods.
- Evenly split the presentation slides among team members.
- Started preparing individual speeches.

Next Steps:

- Continue refining individual parts of the speech.
- Conduct more practice sessions to ensure smooth delivery.
- Review and adjust the presentation slides based on practice feedback.
- Schedule a final rehearsal before the actual presentation.

Meeting Minutes 10

Date: 26/06/2024

Time: 12:00 PM

Location: Via Zoom

Attendees: Maha Al-Dehemi , Fatma Al-Mohannadi , Lolwa Al-Kaabi , Maryam Al-Safran

Absences: -

Agenda:

- Research risks associated with the project
- Share findings on individual components
- Discuss how the design is coming together
- Identify and discuss potential risks and plan strategies to avoid them.
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Meeting Minutes:

- Conducted research on the risks related to our project.
- Met to share information about individual components that were assigned earlier in the week.
- Discussed how each component works and observed the design coming together as components were discussed.
- Identified possible risks associated with the project.
- Discussed potential solutions and how to address these risks.

Next Steps:

- Compile and document the researched risks strategies.
- Continue integrating components into the overall design.
- Monitor the design process for emerging risks.
- Hold a follow-up meeting to review progress and address any new concerns.