

Meeting Minutes 1

Date: 20/05/2024

Time: 1:00 PM

Location: In Person

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

Absences: -

Agenda:

- Discuss the role of each team member
- Deliberate on options for our senior project.
- Establish timelines and milestones for project progress and deliverables, ensuring accountability and alignment with overall project goals.

Meeting Minutes:

- Brainstormed various project ideas and evaluated their relevance to the team's objectives and interests.
- Decided to focus on two options of greatest interest.
- Talked about why we chose these options and decided to put resources into exploring them more.
- Considered further research and review of previous studies for both project ideas.

Next Step:

- Start working on the team agreement and assign team roles and responsibilities
- Find research papers for both topics , utilize online databases and academic journals as well as other resources to access relevant literature and studies.

Meeting Minutes 2

Date: 22/05/2024

Time: 4:00 PM

Location: In Person

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

Absences: -

Agenda:

- Discuss concept with professor for hand gesture controller project.
- Plan additional research to address errors from prior studies.
- Collaboratively develop strategies to enhance project viability.
- Allocate specific roles and responsibilities for conducting research and implementing fixes.

Meeting Minutes:

- Discussed concept validation with professor for hand gesture controller project; received confirmation and support.
- Identified specific errors from prior studies.
- Conducted thorough research to understand the root causes of identified errors.
- Brainstormed and discussed potential solutions to rectify errors and improve project viability.

Next Steps:

- Implement strategies identified to address errors from prior studies.
- Continuously communicate with the professor for feedback and guidance.
- Monitor progress and adapt strategies as needed to ensure project success.
- Establish checkpoints for reviewing progress and addressing any new challenges that may arise.
- Plan regular meetings to discuss updates, share findings, and adjust strategies accordingly.

Meeting Minutes 3

Date: 23/05/2024

Time: 4:00 PM

Location: In Person

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

Absences: -

Agenda:

- Discuss the proposal development process
- Conduct online research to determine project components
- Discuss the required number of components needed
- Strategize timeline for project completion.

Meeting Minutes:

- Proposal development process was discussed
- We divided the sections of the proposal among ourselves.
- Online research was conducted to identify project components
- We discussed the quantity of necessary components, considering factors such as those prone to breaking or burning while staying within budget constraints.
- A Timeline was planned out for project completion.

Next Steps:

- Further research on identified components think about cost and quality factors
- Finalize the number of components required.
- Refine timeline for project completion based on today's discussions.
- Start working on the proposal.

Meeting Minutes 4

Date: 28/05/2024

Time: 4:00 PM

Location: Via Zoom

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

Absences: -

Agenda:

- Review submitted proposal with the professor
- Plan for the next step : interviews
- Discuss interview locations and potential interviewees
- Collaborate on formingg interview questions
- Brief discussion on components list and prototype creation
- Schedule interview day

Meeting Minutes:

- Met with professor to review submitted proposal and discuss next steps.
- Determined interview locations and potential interviewees based on professor's recommendations.
- Collaboratively formulated interview questions related to our topic.
- Briefly discussed components list and prototype creation.
- Agreed on a day for conducting interviews.
- Assigned someone to distribute the survey to everyone.

Next Steps:

- Prepare for interviews by finalizing questions and logistics.
- Conduct interviews on the scheduled day.
- Ensure the survey is formed and distributed to all relevant parties.

Meeting Minutes 5

Date: 07/06/2024

Time: 4:00 PM

Location: Via Zoom

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

Absences: -

Agenda:

- Discuss the benchmarking assignment with the professor
- Review design's benchmarking criteria
- Examine the relevance of specific criteria to our design
- Explore additional criteria: performance and feasibility
- Discuss environmental and economic needs related to the design
- Confirm the product list and components with the professor
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Meeting Minutes:

- Confirmed the design's benchmarking criteria and noted indirect relevance to public health, safety, welfare, and global needs.
- Identified environmental and economic needs as directly applicable and added performance and feasibility criteria.
- Highlighted environmental benefits of using simple, cost-effective components without new equipment.
- Emphasized low-cost implementation with minimal maintenance for hardware and software.
- Received the professor's approval for the final list of components and their quantities.

Next Steps:

- Integrate feedback from the professor into the benchmarking assignment.
- Focus on enhancing the indirect relevance of the design criteria.
- Finalize the environmental and economic benefits documentation.
- Proceed with acquiring the approved components.
- Begin assembly and testing of the design using the finalized components.

