

MEETING MINUTES

Topic: Final Deliverables

Wednesday , 08/01/2017

6:00 pm – 8:00 pm

Minutes recorded by Mohammad Alfadhli

Meeting called by Muhammad Alhajri

Attendees: Muhammad Alhajri, Naser Alhajri, Yousef Alhaddad, Mohammad Alfadhli and Abdulaziz Alajmi

Table 1. Record of meeting.

6:00 pm to 6:30 pm	Discussion <ul style="list-style-type: none">• In the beginning of the meeting our team outline many topics to be discussed to complete the final deliverables for our project such as:<ul style="list-style-type: none">▪ Final poster▪ Operation manual and assembly manual▪ Final CAD package▪ Final report	Internet cafe
6:30 pm to 7:45 pm	Discussion about the work <ul style="list-style-type: none">• Yousef and Aziz gave the team few ideas on the final poster and let the team to edit some minor changes on it.• Muhammad Alhajri and Naser discussed their ideas to be write it in the final report in few sections:<ul style="list-style-type: none">▪ Executive summary▪ Testing▪ Conclusion• The team discussed some ideas to proposed operation manual and assembly manual to our client.• We edit the final CAD package.	Internet cafe
7:45 pm to 8:00 pm	Plan for next meeting <ul style="list-style-type: none">• The team will meet on 08/08 if needed to edit all the final deliverables and make sure everything perfect to proposed to our client.	Internet cafe

Next formal meeting: 08/08/2017, Internet Cafe,Engineering Building, at 5:00 pm if necessary to meet.