

MEETING MINUTES

Topic: Midpoint Report

Thursday , 3rd of July, 2017

4:00 pm – 5:30 pm

Minutes recorded by __Sultan Alotaibi_____

Meeting called by __Sultan Alotaibi__

Attendees: _____All group members_____

Table 1. Record of meeting.

4:00 pm to 5:00	<ul style="list-style-type: none">▪ Writing On The Report.<ul style="list-style-type: none">- Open a new Google Document and share it.- Parts have been separated between the team members.- Majid will submit the Report on the Blackboard.	EGR
5:00 pm to end	<ul style="list-style-type: none">▪ Follow up with the machine shop.<ul style="list-style-type: none">- We dropped the Gears, Bearings and the shafts last week.- Tomorrow we will go the machine shop to follow up the updates.- We have to finish 80% of our project before the Hardware 2.	EGR