

# MEETING MINUTES

## Topic: Project Discussion

Monday , 07/31/2017

3:00 pm – 5:00 pm

Minutes recorded by Mohammad Alkhaldi

Meeting called by Mohammad Alkhaldi

Attendees: Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Abdullah Alazemi and Barjas Aldooseri

Please bring: Laptop, Notes, ideas, etc

Table 1. Record of meeting.

<b>3:00 pm to 4:00 pm</b>	<b>Operation Manual and Assembly Manual</b> <ul style="list-style-type: none"><li>• The team started to do some important ideas about operation manual.</li><li>• Also, preparing some points for it and next meeting will finish.</li><li>• Taking some pictures.</li></ul>	Internet Café
<b>4:00 pm to 4:30 pm</b>	<b>Final Poster</b> <ul style="list-style-type: none"><li>• The team is decided to have the same schedule that we did in the last meeting.</li><li>• The team discussed and talked about final poster and tried to fix the first draft.</li><li>• The team is planned to divide the team between each other.</li></ul>	Internet Café
<b>4:30 pm to 5:00 pm</b>	<b>Make Plans for the Next Meeting</b> <ul style="list-style-type: none"><li>• Team is planning to meet next week to discuss how the final poster is going to be.</li><li>• The next meeting is going to be Next Wednesday at 08/02/2017 at 3:00- 5:00</li></ul>	Internet Café

Next formal meeting: 08/02/2017, at Internet Café.