

MEETING MINUTES

Topic: Project Discussion

Wednesday , 08/02/2017

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.

3:00 pm to 4:00 pm	Operation Manual and Assembly Manual <ul style="list-style-type: none">• The team started to do the introduction and then the operation.• Also, general maintenance and assembly.• Finally, the team ended it by taking pictures and uploaded to the file.	Internet Café
4:00 pm to 4:30 pm	Final Poster <ul style="list-style-type: none">• The team is decided to have the same schedule that we did in the last meeting.• The team discussed and talked about final poster and tried to fix the second draft.• The team planned about what it is going to be in the poster.	Internet Café
4:30 pm to 5:00 pm	Make Plans for the Next Meeting <ul style="list-style-type: none">• Team is planning to meet next week to discuss how the final report is going to be.• The next meeting is going to be Next Monday at 08/07/2017 at 3:00- 5:00	Internet Café

Next formal meeting: 08/07/2017, at Internet Café.