

MEETING MINUTES

Topic: Project Discussion

Friday 06/23/2017

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	Machine Shop <ul style="list-style-type: none">• The team members discussed important issues with machine shop such as the dimensions and make the drawing clear and accurate.• Discussed about the different sizes of foot plate.• Discussed about attaching thermoplastic.	Internet Café
4:00 pm to 4:30 pm	Discuss the Plan <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 which materials since the Carbon Viber will not work or where we can find thermoplastic.• The team worked together to make a clear schedule for coming next important things.	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 report going and also make sure everything is going well.• The next meeting is going to be Next Tuesday at 6/27/2017 at 3:00- 5:00	Internet Café

Next formal meeting: 06/27/2017, at Internet Café.