

MEETING MINUTES

Topic: Project Discussion

Tuesday 06/13/2017

4:20 pm – 6:20 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.

4:20 pm to 4:45 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.• Providing some suggestions for client as ideas.	Internet Café
4:45 pm to 5:40 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.• The team worked together to make a clear schedule for coming next important things.• The team used the best idea in the meeting which is sharing ideas how to make the dimensions clearly and other points.	Internet Café
5:40 pm to 6:20 pm	Make Plans for the Next Meeting <ul style="list-style-type: none">• Team is planning to meet with Dr. Zech who is our client to discuss about the 3D printing this Friday 06/16/2017 at 2:00pm room210.• Also, getting some feedback about the drawing and dimensions as well.	Internet Café

Next formal meeting: 06/20/2017, at Internet Café.