

# MEETING AGENDA

## Topic: ME 486C- TEAM J

Wednesday, June.7, 2017

~9:00 TO 12:00 PM

Meeting called by \_\_\_\_\_(Ahmad Alharbi)\_\_\_\_\_

Attendees: \_\_**(All team members)**\_\_\_\_\_

<b>First 10-15 minutes</b>	<b>Introductions</b> <ul style="list-style-type: none"><li>• Discussing about our first staff meeting</li><li>• Dividing the work equally</li></ul>	Engineering cafe
<b>Next 10-15 minutes</b>	<ul style="list-style-type: none"><li>• Agreeing on the parts.</li><li>• Start working for our agenda for the entire semester</li><li>• Start working on our plane for the first three weeks</li></ul>	Engineering cafe
<b>Remaining minutes</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Going back to the machine shop to make sure what is the final bill of materials that we are going to use.</li><li>• Working on the feedback that we are taking from the staff meeting</li></ul>	Engineering cafe

Upcoming requirements: 1) Start purchasing the materials. 2) Hardware Review I. 3) Meeting with client. 4) Edit the Website.