

MEETING MINUTES

Topic: Project Requirements

Thursday, October 9, 2018

10:00 pm – 10:30pm

Minutes recorded by : Saleh Alnasim

Meeting called by : client meeting

Attendees : Salman Alostaz, Saleh Alnasim, Abdullah Alroumi and Mohammad Almutairi

Please bring :

Table 1. Record of meeting.

10:00 am to 10:15 am	<ul style="list-style-type: none">• We told our client Dr.Moghadam about our process so far in the project.• We talking to him about different designs we come up with	Room 112
10:15 am to 10:30 am	<ul style="list-style-type: none">• Dr.Moghadam said he wished to see more designs and he wanted us to make the design pictures more clear or to use CAD models• He also asked us to do FMEA and DMEA for different parts of our design	Room 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
FMEA and DMEA	Team	10/16/18	10/16/18
CAD models	Team	10/16/18	10/16/18

Next formal meeting: 10/14/18, room 112,Engineering Building, at 7:00pm.