

MEETING MINUTES

Topic: Project Requirements

Tuesday, December 4 , 2018

5:30 pm – end

Minutes recorded by : Saleh Alnasim

Meeting called by : Staff meeting – Demonstration day

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

Please bring :

Table 1. Record of meeting.

5:30 – 6:00 pm	<ul style="list-style-type: none">• We brought our prototype in class for demonstration day as did all the other groups• Each group has their turn to demonstrating and explaining the prototype to the instructor	Classroom
6:00 pm to end	<ul style="list-style-type: none">• When it came to our turn we explained our prototype, the telescoping hanger, and demonstrated how it will work, and explained out future plan with it and how it affects our design• The instructor was happy with our prototype and he liked that the prototype was simple and effective	Classroom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD model - Summary	Team	Dec 6	Dec 6

Next formal meeting: 12/05/18, Engineering Building, at 6:30pm.