

MEETING MINUTES

Topic: Project Requirements

Tuesday, October 30, 2018

12:45 pm – end

Minutes recorded by : Saleh Alnasim

Meeting called by : Staff meeting

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

Please bring :

Table 1. Record of meeting.

12:45pm to 1:00 pm	<ul style="list-style-type: none">• We went to our client Dr.Moghaddam, in the intention to get an approval on our final design.• We presented everything to him and explained how and why our device worked	Client's office
1:00 pm to end	<ul style="list-style-type: none">• The client asked us some questions on the design.• He talked about some minor issues that we might need to change next semester but ultimately approved our design	Client's office

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final report	Team	11/30/18	11/30/18
Demonstration	Team	12/04/18	12/04/18

Next formal meeting: 12/04/18, Classroom, Engineering Building, at 5:30pm.