

MEETING MINUTES

Topic: Project Requirements

Saturday, November 30, 2018

7:00 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.

7:00 to 7:20	<ul style="list-style-type: none">• We met in the engineering building to discuss what exactly we are going to do for the prototype• We chose to do the telescoping hanger as the prototype• We were discussing different idea and ways to do it• We came up with an idea to do the telescoping hanger using PVC pipes	RM112
7:20 pm to end	<ul style="list-style-type: none">• We went to home depot and bought the stuff.• We assembled them there and put them together	Home depot

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD model	Team	Dec 5	Dec 5

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