

MEETING MINUTES

Topic: Project Requirements

Thursday, November 22, 2018

6:30 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.

6:00pm to 6:20 pm	<ul style="list-style-type: none">• We got together to finish the CAD of the final design for the presentation• We started doing the parts of the CAD so we can assemble them	Classroom
6:20 pm to end	<ul style="list-style-type: none">• We finished the CAD and started with the presentation that is due the following class	Classroom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation #3	Team	11/27/18	11/27/18

Next formal meeting: 11/26/18, room 112,Engineering Building, at 7:00pm.