

MEETING MINUTES

Topic: Project Requirements

Tuesday, October 30, 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.

| | | |
|--------------------------|---|-----------|
| 6:30pm to 6:40 pm | <ul style="list-style-type: none">We were having a discussion with the instructor about our new designs and our project in general. | Classroom |
| 6:40 pm to end | <ul style="list-style-type: none">The instructor reminded us about our individual report which was due on Friday after the next.He altered some of the topics of the analysis to meet the new design | Classroom |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|--------------------------|------------------------|-----------------|----------------------|
| Individual design report | Team | 11/09/18 | 11/09/18 |

Next formal meeting: 11/01/18, room 112,Engineering Building, at 7:00pm.