

MEETING MINUTES

Topic: Project Requirements

Tuesday, November 20, 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 talked to the instructor about our final design and CAD model which should be in the presentation next week	Classroom
6:40 pm to end	<ul style="list-style-type: none">Each person told the instructor what he did in his partWe talked briefly about the telescoping hanger in the device and its dimension and also how to control it with pneumatic cylinder using ArduinoWe also talked about the tired and their weight and where are we going to find them	Classroom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation #3	Team	Nov 27	Nov27

Next formal meeting: 11/25/18, room 112,Engineering Building, at 7:00pm.