

# MEETING MINUTES

## Topic: Project Requirements

Tuesday, October 9, 2018

5:30 pm– END AM

Minutes recorded by \_\_\_\_\_ Saleh Alnasim \_\_\_\_\_

Meeting called by \_\_\_\_\_ Staff meeting \_\_\_\_\_

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

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Please bring: \_\_\_\_\_

Table 1. Record of meeting.

<b>5:30-5:45 pm</b>	<ul style="list-style-type: none"><li>• Dr.Trevas talked about our website and did the website check.</li><li>• He told us to put more pictures their and to continue putting out work in their</li></ul>	classroom
<b>5:45-6:00 pm</b>	<ul style="list-style-type: none"><li>• Dr.Trevas talked about the individual report and that we have to distribute our project into section and each person should get a section, and write about it in the team memo due friday</li></ul>	classroom
<b>6:00 pm-end</b>	<ul style="list-style-type: none"><li>• Dr.Trevas helped us distribute our work and approved it.</li><li>• Saleh got controlling motore with Arduino</li><li>• Salman got pneumatic cylinder</li><li>• Abdullah got wheels and tires</li><li>• Mohammed got frames and materials</li></ul>	classroom

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Team memo	Team	Oct 12, 2018	Oct 12,2018
Individual report	Team	Oct 12,2018	Oct 12,2018

**Next formal meeting: 10/11/18, Classroom ,Engineering Building, at 5:30pm**