

Meeting Minutess

Tuesday Feb 12, 2019

Meeting Called by: Abdulaziz Hussain

Minutes recorded by: Mahmoud Shaban

Attendees: Ahmad Alharbi , Ahmad Altheyaib, Mishary Alhooli, , Abdulaziz Hussain, and Mahmoud Shaban

Recording of what happened in meeting:

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| From 6:30 pm to 7:00pm | Items needs to be fixed based on new requirements by client due to updates required as going from metal gears that would be too expensive to finding a way to 3D print them and Altheyaib took responsibility towards task. | Engineering Building |
| From 7:00pm to 8:00pm | We ordered a few parts where Shaban and Hussain took responsibility towards tracking the items and making sure it made it in time in order for us to know how to work things out. | Engineering Building |
| From 9:00pm to 10:00pm | Alhouli took charge of updating the receipts and started working on searching for the item asked and required by professor Travas which was the torque measurement tool. | Engineering Building |

Minutes:

Recording of what happened last week:

Last week based on our instructor meeting with Professor Travas we saw that we were a little behind with his assigned tasks and need to put on further work with purchases.

Picture:

No pictures were taken as team members had a lot of the work to order items and check with sizing.