

Teem Meeting Minutes

14/1/2019

Date: 5:00-6:00 pm

Location: ENG building

Lead Person: Barjes alenezi

Minutes Recorder: Fawaz Almubark

In Attendance: Fawaz and barjes

Executive Summary:

For the meeting today we had to check on each parts that have arrived and seeing what we need to order and emailing our client

To accomplish:

- ordering spring
- Final prototype Summary (rewrite)
- Website check
- Ordering parts
- Meeting with client

Industrial analysis task:

1. CAD/Drawing sheets and ordering them from potolabs (Torki)
2. Final prototype summary(rewrite) (Fawaz Almubarak)
3. Ordering new parts (Humood Aljabri)
4. ordering spring (Mohammad Alali)
5. Website check (Barjes Alenezi)