

Staff Meeting Minutes

Date: 04/06/2019 2:10-2:30 pm

Location: engineering building

Lead Person: Torki Alhaqqan

Minutes Recorder: Fawaz Almubark

In Attendance: All team members

Executive Summary:

Today for our staff meeting we meet our client and he provide the team with necessary part for the project.

- Upper part of the device
- He explains how to attach all part together
- We agreed to meet him in two weeks with entire device to get approved for testing