

Staff Meeting Minutes

Date: 8/2/2019 2:00pm-3:00pm

Location: Engineering Building

Lead Person: Torki Alhaqan

Minutes Recorder: Fawaz Almubark

In Attendance: All Team members present and Zachary lerner

Executive Summary:

Today we met with our client to show the parts that we received and make sure that the are the required parts. Also, to discuss about the assembly process

To accomplish:

- Manufacture parts.