

MEETING MINUTES

Topic: Concept Evaluation, Gantt Chart, Black Box & Functional Model

Wednesday, October 10, 2018

8:00 pm – 11:15 pm

Minutes recorded by Ali Abdullah

Meeting called by Ali Abdullah

Attendees: Abdulwahab Zaidan, Ali Abdullah, Omar Alajmi, Salman Malallah.

Table 1. Record of meeting.

8:00 pm	Introductory <ul style="list-style-type: none">• Breaking down each part• Assign each part to a team member	Engineering Downstairs Room 108
8:30 pm	Concept Evaluation, Black Box & Gantt Chart <ul style="list-style-type: none">• Initiating Black Box and updating the Gantt Chart• Creating a Pugh Chart and Decision Matrix	Engineering Downstairs Room 108
To end (11:15pm)	Plan for next meeting <ul style="list-style-type: none">• Discuss what is left to be done for the presentation 2 and complete the Analyses Team Memo	Engineering Downstairs Room 108

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	10/10/18
Concept Evaluation, Gantt Chart, Black Box & Functional Model	All Members	10/11/18

Next formal meeting: 10/12/18, Downstairs, Engineering Building, Computer Labs at 3:00 pm.