MEETING MINUTES

Topic: Preliminary Report

Friday, October 19, 2018
8:00 pm – 1:30 am

Minutes recorded by Ali Abdullah

Meeting called by Abdulwahab Zaidan

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

Table 1. Record of meeting.

8:00 pm	**Introductory** • Break down every section and assigned it to a team member	Engineering Building Computer Labs
8:30 pm	**Preliminary Report** • Every team member start working on their sections • Adding the missing Sketches and redraw them again	Engineering Building Computer Labs
To end (1:30am)	**Plan for next meeting** • Submitting the report late • Discussing the CAD & Prototype	Engineering Building Computer Labs

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	10/20/18
Preliminary Report	All Members	10/20/18

Next formal meeting: 10/24/18, Salman's Apartment at 4:00 pm.