

MEETING MINUTES

Topic: Prototype Demo

Wednesday, November 28, 2018

8:00 pm – 8:30 pm

Minutes recorded by Ali Abdullah

Meeting called by Salman Malallah

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

Table 1. Record of meeting.

8:00 pm	Introductory <ul style="list-style-type: none">Team decided to 3D print the whole prototype	Engineering Building Computer Labs
8:10 pm	Prototype Demo <ul style="list-style-type: none">One team member start to convert CAD files to STL filesSubmitting the request to Cline library to initiate the process	Engineering Building Computer Labs
To end (8:30pm)	Plan for next meeting <ul style="list-style-type: none">Start dividing coming tasks (Prototype summary and CAD package to team members)	Engineering Building Computer Labs

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	11/28/18
Prototype Demo	All Members	12/03/18

Next formal meeting: 12/5/18, Downstairs, Engineering Building, Computer Labs at 6:00 pm.