

# MEETING MINUTES

## Topic: Final Prototype Summary & CAD Package

Wednesday, December 5, 2018

6:00 pm – 9:30 pm

Minutes recorded by Ali Abdullah

Meeting called by Abdulwahab Zaidan

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

Table 1. Record of meeting.

<b>6:00 pm</b>	<b>Introductory</b> <ul style="list-style-type: none"><li>Abdulwahab and Salman assigned for the prototype summary. Ali and Omar assigned for modifying CAD package</li></ul>	Engineering Building Computer Labs
<b>6:15 pm</b>	<b>Final Prototype Summary &amp; CAD Package</b> <ul style="list-style-type: none"><li>Abdulwahab and Salman starts on working on prototype summary</li><li>Ali and Omar starts on modifying the CAD package and it's drawing</li></ul>	Engineering Building Computer Labs
<b>To end (9:30pm)</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>Start working on Website Check 3</li></ul>	Engineering Building Computer Labs

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Date Complete</b>
Turn in minutes	Ali Abdullah	12/05/18
Final Prototype Summary	All Members	12/05/18
CAD Package & BOM	All Members	12/08/18

**Next formal meeting: 12/11/18, Downstairs, Engineering Building, Computer Labs at 7:00 pm.**