

# MEETING MINUTES

## Topic:

Thursday, July 05, 2018

8:30 am – 10:00 am

Minutes recorded by Hamad Almarri

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

<b>8:30 am to 9:00 am</b>	<b>Discuss our Concept Generation Ideas.</b> <ul style="list-style-type: none"><li>Each team member came with 2-3 ideas that we discussed with each other based on our Engineering Criteria.</li></ul>	Engineering Building
<b>9:00 am to 9:30 am</b>	<b>Gantt Chart</b> <ul style="list-style-type: none"><li>Update the Gantt chart with new Tasks</li></ul>	Engineering Building
<b>9:30 am to 10:00am</b>	<b>BoM</b> <ul style="list-style-type: none"><li>Note at the materials that will be certainly used in order to put it in our future BoM.</li></ul>	Engineering Building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on Individual Analysis. Revision our sketches	Every team member	07/18/18 07/11/18	

**Next formal meeting: 07/10/18, Engineering Building, at 8:30am – 10am**