

MEETING MINUTES

Topic:

Thursday, July 10, 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.

8:30 am to 9:00 am	Discussion with Dr. Trevas <ul style="list-style-type: none">• Each team member discussed his updated idea• Yousef needs to make sure he gets his speedometer gear/ water pump• Buy Arduino kit• Anemometer test on fan/hair dryer for Hamad.• Look up ELEGOO mega kit from Amazon for Abdullah	Engineering Room 314
9:00 am to 10:00 am	Presentation 2 <ul style="list-style-type: none">• Updated the slides.• Split the slides among each other.• Worked on updating our Functional Decomposition Model• Worked on updating our Decision Matrix & Pugh Chart.• Update the BoM and Gantt Chart.	Engineering Room 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on Individual Analysis. Work on Presentation 2	Every team member	07/18/18 07/11/18	

Next formal meeting: 07/17/18, Engineering Building, at 8:30am – 10am