

# MEETING MINUTES

## Topic:

Thursday, July 17, 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 9:30 am</b>	<b>Work on Individual Analysis</b> <ul style="list-style-type: none"><li>Each team member worked on his individual analysis before our discussion with Dr. Trevas.</li></ul>	Engineering Room 314
<b>9:30 am to 10:00 am</b>	<b>Discussion with Dr. Trevas</b> <ul style="list-style-type: none"><li>We need to bring our materials in our next discussion with Dr. Trevas</li><li>Fehaid changed from heat to magnetic based steps. (was hard to generate heat steps because we can't use flame)</li><li>Update the BoM and Gantt Chart.</li></ul>	Engineering Room 314

Table 2. Tasks Assigned.

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

**Next formal meeting: 07/19/18, Engineering Building, at 8:30am – 10am**