

# MEETING MINUTES

## Topic:

Tuesday, July 24, 2018

8:30 pm – 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 prototype:</b> <ul style="list-style-type: none"><li>During the lecture we were preparing and make sure each prototype going to work before we discuss 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>Each group member displays there prototype individually and get comments from the TA and the professor to improve our prototypes.</li><li>All group members should improve there prototype next staff meeting.</li><li>Update the 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>
Each member improve his prototype.	Every team member	07//31/2018	07/31/2018

**Next formal meeting: 07/31/18, Engineering Building, at 8:30am – 10am**