

# MEETING MINUTES

## Topic:

Thursday, July 03, 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>Discussion with Dr. Trevas</b> <ul style="list-style-type: none"><li>Start working on figuring out how to build our prototypes</li><li>Updated the Gantt Chart with Dr. Trevas</li></ul>	Engineering Room 314
<b>9:00 am to 9:30 am</b>	<b>Discussion over Analytical Analysis</b> <ul style="list-style-type: none"><li>Our 6 analytical analysis ideas are: Spring, Fluid, Gears, Heat, Aerodynamics, and Sensors.</li></ul>	Engineering Room 314
<b>9:30 am to 10:00am</b>	<b>Analysis Memo</b> <ul style="list-style-type: none"><li>Worked on the Analysis memo</li><li>We made a proper introduction for the memo.</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 Analytical Analysis Memo. Every team member needs to discuss his paragraph.	Every team member	07/04/18	

**Next formal meeting: 07/05/18, Engineering Building, at 8:30am – 10am**