

MEETING MINUTES

Topic:

Thursday, June 07, 2018

8:30 am – 10:00 am

Minutes recorded by Naser Ahmad

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad
Fehaid Almarri Hamad Almarri Abdullah Almutairi

Table 1. Record of meeting.

8:30 am to 9:00 am	Team Purpose <ul style="list-style-type: none">• Split the roles among the team.• Explain the reason for forming the team.	Engineering Room 314
9:00 am to 9:30 am	Team Goals <ul style="list-style-type: none">• Design a Rube Goldberg machine that is comprised of several devices• Sign the team charter.	Engineering Room 314
9:30 am to 10:00am	Roles/Responsibilities/Ground Rules <ul style="list-style-type: none">• Identify each team member personality.• Decide our meeting day• Talk about previous experience in other Classes.	Engineering Room 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on Team Charter.	Every team member	06/11/18	

Next formal meeting: 06/14/18, Engineering Building, at 8:30am – 10am