

MEETING MINUTES

Topic:

Thursday, June 14, 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	Requirements <ul style="list-style-type: none">• Figure out the Customer Requirements.• Figure out the Engineering Requirements.• Discuss those requirements.	Engineering building
9:00 am to 9:30 am	Design <ul style="list-style-type: none">• Each team member must provide 2-3 design sketches.• Each team member must do at least 1 search about a previous designs research.	Engineering building
9:30 am to 10:00am	Functional Decomposition <ul style="list-style-type: none">• Provide a suitable Black Box Model for our design.• Construct a House of Quality for our design.• Talk about extra information that relates to Rube Goldberg.	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on the Preliminary Report	Every team member	06/27/18	

Next formal meeting: 06/19/18, Engineering Building, at 8:30am – 10am