

# MEETING MINUTES

## Topic:

Thursday, June 21, 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>Preliminary Report - Discussion</b> <ul style="list-style-type: none"><li>• Work on HoQ</li><li>• Design Research. And what are the 3 existing designs ?</li><li>• Work on the Subsystem levels</li></ul>	Engineering building
<b>9:00 am to 9:30 am</b>	<b>Design</b> <ul style="list-style-type: none"><li>• Discuss some of the sketches.</li></ul>	Engineering building
<b>9:30 am to 10:00am</b>	<b>Gantt Chart</b> <ul style="list-style-type: none"><li>• Update Gantt Chart.</li></ul>	Engineering building

Table 2. Tasks Assigned.

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

**Next formal meeting: 06/26/18, Engineering Building, at 8:30am – 10am**