

# MEETING MINUTES

## Topic:

Thursday, June 26, 2018

6pm am – 8:00 pm

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>6pm to 7:30pm</b>	<b>Working on final proposal report:</b> <ul style="list-style-type: none"><li>• Look at the rubric to make sure we are on track.</li><li>• Read the comments from preliminary report and work on it.</li><li>• Divided the work with the group members.</li></ul>	Engineering building
<b>7:30pm to 8 pm</b>	<b>Work on prototype:</b> <ul style="list-style-type: none"><li>• Each member ask question if needed.</li><li>• Give more ideas about how to make the step resettable.</li></ul>	Engineering building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Working on the prototype	Every team member	07/31/18	07/30/18
Work on final proposal report	Every team member	08/07/18	08/06/18

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