

# MEETING MINUTES

## Topic:

Thursday, 07/ 31, 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>• Test our prototype and show it to Dr. Trevas.</li><li>• Get a comment from Dr.Trevas and fix it in next meeting.</li><li>• Make sure each step reset by it self.</li></ul>	Engineering Room 314
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Working on comments that given by Dr.Trevas for prototype.	Every team member	07/04/18	

**Next formal meeting: 08/02/18, Engineering Building, at 8:30am – 10am**