

MEETING MINUTES

Topic:

Thursday, November 15, 2018

6pm am – 8:00 pm

Minutes recorded by Mohammed Abu karbal

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

5pm to 6pm	Testing proof: <ul style="list-style-type: none">• The team recorded videos of the steps• The team worked on the 25 trials to record the time process for the steps.	Engineering building
6 pm to 7pm	Finalizing the steps <ul style="list-style-type: none">• Fix errors on the steps to meet the customer requirements.• Make sure that the Arduinos have the codes to perform the steps	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Test the steps before the poster	Every team member	11/29/18	In progress
Print out the poster using semi-gloss material	Hamad	11/29/18	In progress