

# MEETING MINUTES

## Topic:

Wednesday, November 7, 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.

<b>4pm to 5pm</b>	<b>Midpoint presentation:</b> <ul style="list-style-type: none"><li>• Discussing what we should prepare for.</li><li>• Split the talking and what should each member talk about.</li><li>• Adding labels to figures to show the parts names.</li></ul>	Engineering building
<b>7:30pm to 8 pm</b>	<b>Hardware review 2:</b> <ul style="list-style-type: none"><li>• Discuss the error faced during the functionality of the steps.</li><li>• Is it actually 90% working?</li></ul>	Engineering building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Take quality videos of the steps.	Every team member	11/2/18	11/1/18
Preparing to present.	Every team member	11/2/18	08/1/18

**Next formal meeting: 11/07/18, Engineering Building, at 3 pm – 4 pm**