

# MEETING MINUTES

## Topic:

Wednesday, October 12, 2018

11:30 am – 12:10 pm

Minutes recorded by Yousef Ahmad

Meeting called by Yousef Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

<b>11:30 am to 11:50 am</b>	<b>Individual Analysis</b> <ul style="list-style-type: none"><li>• Include the analysis in the report</li><li>• Discuss any issues</li></ul>	Engineering building
<b>11:50 am to 12:00 pm</b>	<b>Design</b> <ul style="list-style-type: none"><li>• Discuss the catapult step</li><li>• Discuss the wood stair case step</li><li>• Discuss the waterwheel step</li><li>• Discuss the Magnetic car &amp; CD step</li><li>• Discuss the gear step</li></ul>	Engineering building
<b>12:00 pm to 12:10 pm</b>	<b>Midpoint Report</b> <ul style="list-style-type: none"><li>• Work on the report as group and update it</li></ul>	Engineering building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Midpoint Report	Every team member	10/19/18	
Individual Analysis	Every team member	10/12/18	
Work on Hardware Review 2	Every team member	10/26/18	

**Next formal meeting: 10/19/18, Engineering Building, at 11:30am – 12:10pm**