

MEETING MINUTES

Topic:

Wednesday, October 8, 2018

11:30 am – 12:10 pm

Minutes recorded by Naser Ahmad

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

11:30 am to 11:50 am	Individual Analysis <ul style="list-style-type: none">• Include the analysis in the report• Discuss any issues	Engineering building
11:50 am to 12:00 pm	Design <ul style="list-style-type: none">• Work on the notes given from Dr. Sarah and Amy	Engineering building
12:00 pm to 12:10 pm	Midpoint Report <ul style="list-style-type: none">• Update the BoM• Update the HoQ• Update the Engineering Requirements	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Midpoint Report	Every team member	10/19/18	

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