

MEETING MINUTES

Topic:

Friday, September 07, 2018

11:30 am – 12:20 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	Design <ul style="list-style-type: none">• Focus on Prototyping before building the actual.• Make sure of the dimensions and calculations for each step• Discuss the updated new ideas	Engineering building
11:50 am to 12:10 pm	Design <ul style="list-style-type: none">• Each team member must come up with another step. (total 2)	Engineering building
12:10 pm to 12:20pm	Individual <ul style="list-style-type: none">• Print the 3D model for the current designs.• Naser and Mohammad have to work on the new launcher. (print 3D gear).• Work on individual analysis and get ahead of time.	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on building the new ideas. Work on individual analysis	Every team member	09/21/18 10/05/18	

Next formal meeting: 09/14/18, Engineering Building, at 11:30am – 12:20pm