

# MEETING MINUTES

## Topic:

Friday, September 21, 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 12:10 pm	<b>Midpoint Report - Discussion</b> <ul style="list-style-type: none"><li>• Work on updating mistakes</li><li>• Update the design section</li><li>• Work on the Subsystem levels</li></ul>	Engineering building
11:30 am to 12:10 pm	<b>Design</b> <ul style="list-style-type: none"><li>• Discuss the progress that have been done</li><li>• Discuss what to do in hardware review 1</li></ul>	Engineering building
11:30 am to 12:10 pm	<b>Presentation</b> <ul style="list-style-type: none"><li>• Discuss the presentation and what to do to make it better for next time</li></ul>	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on Hardware Review 1	Every team member	10/05/18	

**Next formal meeting: 09/28/18, Engineering Building, at 11:30am – 12:10pm**