

# MEETING MINUTES

## Topic:

Friday, September 28, 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.

<b>11:30 am to 11:50 am</b>	<b>Individual Analysis</b> <ul style="list-style-type: none"><li>• Help each other on figuring a new analysis</li><li>• Discuss what we will search about</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 progress that have been done</li><li>• Discuss what to do in hardware review 1</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</li><li>• Make new required section and talk what we will include there</li></ul>	Engineering building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on Hardware Review 1	Every team member	10/05/18	
Midpoint Report	Every team member	10/19/18	

**Next formal meeting: 10/03/18, Engineering Building, at 11:30am – 12:10pm**