

# MEETING MINUTES

## Topic: Project Requirements

Wednesday, Aug 01, 2018

3:00 pm – 5:30 pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Alweehan

Attendees: Kaled Aleweehan, Abdullah Almutairi, Waleed Almutairi

Please bring: All materials for the prototype

Table 1. Record of meeting.

<b>3:00 pm – 5:00 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan.</li><li>• Have each material placed on the table.</li><li>• Setup our prototype experiment.</li><li>• Record a video explaining what each material does in the prototype experiment.</li><li>• Have a timer to measure the time for the whole experiment.</li><li>• Have calculations about our prototype experiment.</li><li>• Done with our prototype demonstration and upload our video in YouTube.</li></ul>	Thermo-Fluids Lab
<b>5 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Start working on the CAD model package for prototype and final design.</li><li>• Working on the final report.</li></ul>	Thermo-Fluids Lab

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Prototype Demonstration	Team	08/02/2018	08/01/2018

**Next formal meeting: 08/02/2018, Engineering Building, at 4:00pm**