

MEETING MINUTES

Topic: Project Requirements

Thursday, Aug 02, 2018

4:00 pm – 8:30 pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Alweehan

Attendees: Kaled Aleweehan, Abdullah Almutairi, Waleed Almutairi, Omar Alotaibi and Abdullah Ben Gheyam

Please bring: Computers

Table 1. Record of meeting.

4:00 pm – 8:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• Have the dimensions for each material for the prototype design.• Worked on Solidworks to have our prototype design in 3D model with drawings sheet.• Worked on Solidworks to have our proposed final design in 3D models with drawings sheet.• Start revising the preliminary report by following the TA comments.	Engineering Lobby
8 pm to end	Plan for next meeting <ul style="list-style-type: none">• Continue working on the CAD model package for prototype and final design.• Working on the final report for section 5.2 and chapter 6.	Engineering Lobby

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD models package	Team	08/07/2018	08/07/2018
Final Report	Team	08/07/2018	08/07/2018

Next formal meeting: 08/04/2018, Engineering Building, at 3:00pm