

MEETING MINUTES

Topic: Project Requirements

Saturday, Aug 04, 2018

3:00 pm – 7:30 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.

3:00 pm – 7:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• Continue the work on Solidworks to have our prototype design in 3D model with drawings sheet.• Continue the work on Solidworks to have our proposed final design in 3D models with drawings sheet.• Worked on final proposal report for section 5.2 and chapter 6 included sections 6.1 & 6.2.	Engineering Lobby
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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