

# MEETING MINUTES

## Topic: ME486C KICKOFF

Friday, August 31, 2018

10:00-10:40 pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Aleweehan

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

Please bring: Computers and logbooks

Table 1. Record of meeting.

<b>10:00 – 10:15 pm</b>	<b>Discussion of what we did in ME476C</b> <ul style="list-style-type: none"><li>• The team concluded the results of prototype design.</li><li>• The team reviewed the final proposal</li></ul>	Engineering Bldg, 2 <sup>nd</sup> floor
<b>10:15 – 10:30 pm</b>	<b>Discussion of ME486C</b> <ul style="list-style-type: none"><li>• The team reviewed the final proposal rewrite.</li><li>• The team discussed about the changing parts in the full design.</li><li>• The team discussed about the website.</li></ul>	Engineering Bldg, 2 <sup>nd</sup> floor
<b>10:30 to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Ordering the parts.</li><li>• Making some changes in the website.</li><li>• Preparing for the progress presentation.</li></ul>	Engineering Bldg, 2 <sup>nd</sup> floor

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Website changes	Team	09/14/2018	09/13/2018
Preparing slides for the progress presentation	Team	09/12/2018	09/11/2018

Next formal meeting: 09/05/2018, Engineering Building, at 8:00pm.