

MEETING MINUTES

Topic: ME486C

Monday, December 3, 2018

6:00 – 8:00 pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Aleweehan

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

Please bring: Computers

Table 1. Record of meeting.

6:00 – 7:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled.• The team worked in the CAD package.• The team worked in the Bill of Materials (BOM).	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Be prepared for the CAD package and the Bill of Materials (BOM).• Be prepared for the final report.	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD Package and Bill of Materials (BOM)	Team	12/05/2018	12/05/2018
Final Report	Team	12/07/2018	12/07/2018

Next formal meeting: 12/5/2018, Engineering Building, at 6:00pm