

MEETING MINUTES

Topic: ME486C

Friday, December 7, 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 continued working in the final report.• The team postponed the working in the final report because Bb learn was down.	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Finalizing the final report.	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final Report	Team	12/09/2018	12/09/2018

Next formal meeting: 12/9/2018, Engineering Building, at 6:00pm