

MEETING MINUTES

Topic: Project Requirements

Thursday, July,19, 2018

6:00 pm – 7:15pm

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.

6:00 pm – 7:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• We updated our website.• We ordered our thermometer from amazon.• We ordered out vacuum pressure from Tool discounter.• We visit HomeCo website and found many types of pipes.• We also took a look at Home Depot website to find their pipes, valves and heating element.	Room 120
7 pm to end	Plan for next meeting <ul style="list-style-type: none">• Purchase all the rest materials.• Take comment from our TA about our website.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website	Team	07/25/18	07/25/18
Purchase all the rest materials.	Team	07/26/18	07/24/18

Next formal meeting: 07/26/2018, Engineering Building, at 8:00pm