

MEETING MINUTES

Topic: Project Requirements

Thursday, June 14, 2018

6:00 pm – 9:30pm

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.• The team updated the team charter for the heat pipe idea.• The teammates re-signed the cover page for the team charter then make it pdf and submit it to BBlearn.	Room 120
7:00 pm – 9:00pm	<ul style="list-style-type: none">• The team did some research about the heat pipe idea and how it works.• The team did a research for the capillary action about when it happened and what did capillary action do for the working fluid inside the heat pipe.• The team made a research for both the wicking materials and what types are available to use. Also, a research for the thermocouple and we can use as team an electronic thermocouple to measure the temperature for the heat pipe when the heat applied to it.• Discussion about what we had searched	Room 120
9 pm to end	Plan for next meeting <ul style="list-style-type: none">• Get a background of the project.• Knowing the customer needs and engineering requirements.• Looking for existing designs.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Team Charter	Team	06/11/18	06/18/18

Next formal meeting: 06/21/2018,Engineering Building, at 6:00pm