

MEETING MINUTES

Topic: Project Requirements

Thursday, June 21, 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 – 7:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• We met and discussed our background for the heat pipe, and we have done the introduction and the description for the report about the heat pipe project.• Sharing our existing design for our project.• Figure out our CRs after meeting with the client Dr. David Trevas.• We generated our ERs from the CRs and showed it to the client and he agreed about it.	Room 120
7:30 pm – 9:00pm	<ul style="list-style-type: none">• By researched, we got our ten-design considered for the project.• We worked and finished the puch chart.• We worked and finished the decision matrix.	Room 120
9 pm to end	Plan for next meeting <ul style="list-style-type: none">• We divided the work for the slides for the presentation and make practice.• Find our design selected	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 1	Team	06/28/18	06/28/18
Background and Preliminary Report	Team	06/27/18	06/27/18

Next formal meeting: 06/25/2018, Engineering Building, at 4:00pm