

# MEETING MINUTES

## Topic: Project Requirements

Thursday, June 7, 2018

9:00 pm – 10:30pm

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.

<b>9:00 pm – 9:30 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan.</li><li>• The team elected for the roles by voting and their skills.</li><li>• The teammates signed the team charter.</li></ul>	Room 120
<b>9:30 pm – 10pm</b>	<ul style="list-style-type: none"><li>• The team generated ideas that can deal with mechanical engineering field as our project is open-ended mechanical engineering project.</li><li>• Discussion about the ideas that were came up by the team.</li></ul>	Room 120
<b>10 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Get a background of the project.</li><li>• Knowing the customer needs and engineering requirements.</li><li>• Looking for existing designs.</li></ul>	Room 120

Table 2. Tasks Assigned.

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

Next formal meeting: **06/14/201,Engineering Building, at 6:00pm**

