

MEETING MINUTES

Topic: ME486C

Monday, October 25, 2018

7:00 - 9:00 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.

7:00 pm – 8:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team checked the manufacturing parts including: fittings, glass pipe and silicon rubber tubing.• The team discussed what they heard back from the manufacturing companies.	Engineering Bldg
8:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• working on the midpoint presentation.	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
midpoint presentation	Team	10/31/2018	10/31/2018

Next formal meeting: 10/29/2018 ,Engineering Building, at 7:00pm