

MEETING MINUTES

Topic: ME486C

Monday, October 29, 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 opened and checked the rubric of the midpoint presentation.• The team gathered all information needed for each topic in the midpoint presentation.	Engineering Bldg
8:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Continue 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: 11/01/2018, Engineering Building, at 8:00pm