

MEETING MINUTES

Topic: ME486C

Thursday, November 1, 2018

8:00 – 10:00 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.

8:00 pm – 9:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team recorded discussed about the completed slides of the midpoint presentation.• The slides were assigned for each team member by Kaled.	Engineering Bldg
9:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Preparing for website check II, draft of operation manual and assembly manual and draft of poster.	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website Check II	Team	11/09/2018	11/09/2018
Draft of operation manual and assembly manual	Team	11/09/2018	11/09/2018
Draft of poster	Team	11/09/2018	11/09/2018

Next formal meeting: 11/05/2018, Engineering Building, at 6:00pm

