

MEETING MINUTES

Topic: ME486C

Monday, November 5, 2018

6:00 – 8:00 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.

6:00 pm – 7:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team checked with Ben Ghyeam about the website.• The team updated the CAD model for the draft of operation manual and assembly manual to put it in an Appendix.• The team started working on the draft of operation and assembly manual.• The team discussed how will the draft of poster look like.• The team started working on the draft of poster	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Continue working on 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: 11/08/2018, Engineering Building, at 6:00pm

