

MEETING MINUTES

Topic: ME486C

Thursday, November 8, 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 – 7:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team made a table of content of the draft of operation and assembly manual after a discussion that was in the last meeting.• The team finalized the content that will be in the draft of poster.	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Testing the heat pipe project.• Preparing for the final product testing proof.	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final Product Testing Proof	Team	11/16/2018	11/16/2018

Next formal meeting: 11/11/2018, Engineering Building, at 4:00pm