

MEETING MINUTES

Topic: ME486C

Sunday, November 11, 2018

4:00 – 6:00 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.

4:00 – 5:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team met again after submitting draft of poster and operation and assembly manual to know the updates can be added.• Be prepared for final product testing proof.	Engineering Bldg
5:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Testing each component in the 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: 11/14/2018, Engineering Building, at 6:00pm