

MEETING MINUTES

Topic: ME486C

Monday, November 19, 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.• Working in the project by knowing how we will add the wick material on the heat pipe.• Finalizing the design to the project.	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Improvements of the design	Engineering Bldg

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Final draft of poster	Team	11/30/2018	11/30/2018
Final operation and assembly manual	Team	11/30/2018	11/30/2018

Next formal meeting: 11/21/2018, Engineering Building, at 6:00pm