

MEETING MINUTES

Topic: ME486C

Wednesday, November 21, 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">• Kaled asked a meeting before Thanks giving holiday.• The team discussed about any improvements or changes can be added in the project.• The team removed the temperature controller from the project based on a discussion with the client.• The team finalized the design of the project	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Working on the final draft of poster.• Working on the final operation and assembly manual.	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: 11/26/2018, Engineering Building, at 6:00pm