

MEETING MINUTES

Topic: ME486C

Monday, November 26, 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.• The team checked and followed for draft of poster and operation and assembly manual.• Then the team worked in the final poster and operation and assembly manual.	Engineering Bldg
7:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Be prepared for the poster presentation	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
Poster presentation	Team	11/30/2018	11/30/2018

Next formal meeting: 11/28/2018, Engineering Building, at 6:00pm