

## Topic: ME486C Team Meeting

Wednesday, October 10<sup>th</sup>, 2018  
7:00 – 9:00 pm

Meeting called by Kaled Aleweehan

Minutes recorded by Waleed Almutairi

Attendees: Kaled Aleweehan, Abdullah Almutairi, Waleed Almutairi, Omar Alotaibi and Abdullah

Please bring: Computers

Table 1. Record of meeting.

<b>7:00 – 8:30 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan.</li><li>• The team looked at the comments by Amy Swartz for the Final Proposal Re-write.</li><li>• The team revised each single comment and make them clearer and more organized.</li><li>• The team edited the functional model in the report according to the comments by Amy.</li></ul>	Engineering Building
<b>8:30 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Working in the midpoint report.</li></ul>	Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Midpoint Report	All members	10/19/2018	-

Next formal meeting: 10/12/18, Engineering Building, at 7:00pm.