

Topic: ME486C Team Meeting

Friday, October 12nd, 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.

| | | |
|-----------------------|--|----------------------|
| 7:00 – 8:30 pm | <ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team continue working for the midpoint report by following the comments from Amy.• The team added section 2.3 TPs to the report and wrote this section on detailed• Also, the team added section 2.4 DLs to the midpoint report and wrote this in detailed by how each equipment has been tested to the project.• The team has been done with the all comments to be applied to the midpoint report. | Engineering Building |
| 8:30 pm to end | Plan for next meeting <ul style="list-style-type: none">• Working in the midpoint report. | Engineering Building |

Table 2. Tasks Assigned.

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

Next formal meeting: 10/16/18, Engineering Building, at 6:00pm.