

Topic: ME486C Team Meeting

Tuesday, October 16th, 2018

6:00 – 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.

6:00 – 8:30 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team opened the rubric for the midpoint report and the team saw that there are two new sections to be added the midpoint report which are section 7.1 and 7.2.• The team did write the introduction and explanation for chapter 7 IMPLEMENTATION – Second Semester.• The team did work for section 7.1 and gather all information to do section 7.1 Manufacturing.• The team wrote about the Manufacturing section in the midpoint report and what are the steps that the team did for the manufacturing the parts that applied to the project.	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: 10/18/18, Engineering Building, at 6:00pm.