

Topic: ME486C Team Meeting

Thursday, October 18th, 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 so to know the requirement that needed for this section which is 7.2 design changes.• The team gathered all information that needed in this section such as the parts and items that used in the project.• The team sketched a brief a sketch that shows every single part change to our project.• The team did write up section 7.2 and explained well what are the design changes that will applied to our project.	Engineering Building
8:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Working in the midpoint presentation.	Engineering Building

Table 2. Tasks Assigned.

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

Next formal meeting: 10/25/18, Engineering Building, at 6:00pm.