

Topic: ME486C Team Meeting

Friday, October 5th, 2018

5:00 – 6:30 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.

5:00 – 6:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team make google doc to write up the HR 1 summary that the team met with Dr. Oman and Amy.• Each team member should write a list of what he did from the beginning of the semester till the day before HR 1.• Also, each team member should write a list of what he will be contributed to the project from the day after HR 1 till the day before HR 2.• The team wrote up the summary of HR 1.	Engineering Bldg, 2 nd floor
6:00 pm to end	Plan for next meeting <ul style="list-style-type: none">• Revised the comments by Dr. Oman from the HR 1 meeting.	Engineering Bldg, 2 nd floor

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
HR 1 Summary	All members	10/5/2018	10/5/2018

Next formal meeting: 10/08/18, Cline Library, at 7:00pm.