

## Topic: ME486C Team Meeting

Monday, October 8<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 that the documents manager took in the HR1 meeting.</li><li>• After that, the team ordered the silicon rubber tubing that asked by the client to connect the glass pipe with the copper pipes.</li><li>• Then, the team did remove the extension glass pipe and the two-way valve.</li><li>• The team did order two copper pipes for both ends for the heat pipe as the client asked for this in the client meeting.</li></ul>	Cline Library
<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>	Cline Library

Table 2. Tasks Assigned.

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

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