

MEETING MINUTES

Topic: ME486C Team Meeting

Tuesday, September 18th, 2018

7:00 – 9:30 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.

7:00 – 9:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan• The team is planning to meet with the client• The team ordered the glass pipe to be manufacturing with 2.5 ft long.• The team figured out what are the parts that already ordered and or not.• The team figured out what are the parts need to be manufacturing.	Engineering Bldg, 2 nd floor
9:00 pm to end	Plan for next meeting <ul style="list-style-type: none">• Check the topic of individual analysis of each team member and how each topic will help our project.• Knowing what is the hard review 1 and what is needed there.	Engineering Bldg, 2 nd floor

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Hardware Review I	All members	10/05/2018	10/05/2018

Next formal meeting: 09/21/18, Engineering Building, at 8:00pm.