

# MEETING MINUTES

## Topic: ME486C Team Meeting

Friday, September 21<sup>st</sup>, 2018

8:00 – 9:20 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>8:00 – 9:00 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan</li><li>• The team reviewed each analytical task for each member.</li><li>• The team checked the purchased parts.</li><li>• The team defined what is Hardware Review.</li></ul>	Engineering Bldg, 2 <sup>nd</sup> floor
<b>9:00 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Strategy of manufacturing.</li><li>• Checking the purchasing parts.</li></ul>	Engineering Bldg, 2 <sup>nd</sup> 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: 09/25/18, Engineering Building, at 7:00pm.