

# MEETING MINUTES

## Topic: ME486C Team Meeting

Tuesday, September 25<sup>th</sup>, 2018

7:00 – 8:35 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 – 8:00 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan.</li><li>• The team discussed about the strategy of manufacturing of the heat pipe.</li><li>• The team tracked the purchased parts.</li><li>• The team made a time schedule of the arrival of the purchased parts to know when will start manufacturing.</li></ul>	Engineering Bldg, 2 <sup>nd</sup> floor
<b>8:00 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Contacting the manufacturing companies</li><li>• More discussion about the strategy of manufacturing.</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: 09/27/18, Engineering Building, at 7:00pm.