

MEETING MINUTES

Topic: Staff Meetings

Monday, March 12th

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Zaid Almutairi

Attendees: Yousef Alazmi, Zaid Almutairi, Dhari Alshammari and Eisa Almutairi

Table 1. Record of meeting.

8:00 pm to 8:10 pm	Begin Meeting <ul style="list-style-type: none">The team discussed the reason for the meeting which is Updating their final design based on the comments received during mid-point presentation.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discussion of Improvements <ul style="list-style-type: none">Based on the comments provided the team decided to make sure that the idea of the final design is clear and meets the client expectations.	internet café/ Engineering Building
8:30 pm to 8:55	Continue ~ Discussion of Improvements <ul style="list-style-type: none">Team decided to prepare a document to show the client what they did.The team also discussed the manufacturing process of the final design and how they can get it started.Team decided to continue working on updating the final report during spring break as time permits and have a plan of manufacturing the design in the machine shop before the deadline.	internet café/ Engineering Building
8:55 pm to 9:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">The team decided to hold their following meeting on March 19th before members leave for spring break.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on making a plan for the manufacturing process and edit the final report.	Eisa Almutairi	By next meeting	March 19 th
Work on making a plan for the manufacturing process.	Zaid Almutairi	By next meeting	March 19 th
Work on making a plan for the manufacturing process.	Dhari Alshammari	By next meeting	March 19 th
Work on making a plan for the manufacturing process and edit the final report.	Yousef Alazmi	By next meeting	March 19 th

Next formal meeting: March 19th internet cafe, Engineering Building