

MEETING MINUTES

Topic: Final Project Preparation

Monday, February 19, 2018

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Eisa 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 Working on modifying the work plan after receiving a feedback from Dr. Oman regarding Hardware Review 1.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discussion of improving Hardware review 1 plan <ul style="list-style-type: none">The team discussed the concern of Dr. Oman which is that the final product is not clear and that we need to make sure that our design meets the expectations of the client.	internet café/ Engineering Building
8:30 pm to 8:55	Continue ~ Discussion of improving Hardware review 1 plan <ul style="list-style-type: none">The team decided to work on the final product by making sure the correct materials are purchased from the local stores. In addition, the team decided to ensure that the final CAD design gets modified based on the specifications recommended by Dr. Oman during the meeting.	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 February 26th.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on purchasing items from local store for final product.	Eisa Almutairi	By next meeting	February 26 th
Do the final edits to the final product design	Zaid Almutairi	By next meeting	February 26 th
Work on purchasing items from local store for final product.	Dhari Alshammari	By next meeting	February 26 th
Do the final edits to the final product design	Yousef Alazmi	By next meeting	February 26 th

Next formal meeting: February 26th internet cafe, Engineering Building