

# MEETING MINUTES

**Topic:** Midpoint presentation Preparation

**Monday, March 5<sup>th</sup>**

**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.**

<p><b>8:00 pm to 8:10 pm</b></p>	<p><b>Begin Meeting</b></p> <ul style="list-style-type: none"> <li>The team discussed the reason for the meeting which is Preparing for the Hardware Review 2 assignment as well as preparing for the midpoint presentation.</li> </ul>	<p>internet café/ Engineering Building</p>
<p><b>8:10 pm to 8:30 pm</b></p>	<p><b>Discussion of Hardware review 2 and presentation</b></p> <ul style="list-style-type: none"> <li>The team decided to start working on the Hardware review 2 and add all current and recent tasks that were performed in the document.</li> <li>The team decided to divide the slides of the PowerPoint presentation among them.</li> </ul>	<p>internet café/ Engineering Building</p>
<p><b>8:30 pm to 8:55</b></p>	<p><b>Continue ~ Discussion of midpoint presentation</b></p> <ul style="list-style-type: none"> <li>Team decided on the following regarding the midpoint presentation:</li> <li>Dhari: gives an introduction to the audience regarding the developing pf the design, the purpose and the reason for the project. He will also talk about the manufactured parts of the design.</li> <li>Eisa: talks about the final CAD design and the current status of the project</li> <li>Zaid: talks about the previous work, updated work, budget and the future work to be done.</li> <li>Yousef: talks about the potential improvements for belt and glasses as well as the Gantt chart.</li> </ul>	<p>internet café/ Engineering Building</p>
<p><b>8:55 pm to 9:00 pm</b></p>	<p><b>Plan for the Next Meeting</b></p> <ul style="list-style-type: none"> <li>The team decided to hold their following meeting on March 12<sup>th</sup>.</li> </ul>	<p>internet café/ Engineering Building</p>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Prepare the slides of the midpoint presentation.	Eisa Almutairi	By next meeting	March 10 <sup>th</sup>
Prepare the slides of the midpoint presentation.	Zaid Almutairi	By next meeting	March 10 <sup>th</sup>
Prepare the slides of the midpoint presentation.	Dhari Alshammari	By next meeting	March 10 <sup>th</sup>
Prepare the slides of the midpoint presentation.	Yousef Alazmi	By next meeting	March 10 <sup>th</sup>

**Next formal meeting: March 12<sup>th</sup> internet cafe, Engineering Building**