

MEETING MINUTES

Topic: Next Staff Meeting

Monday, October, 16th 2017

5:00 pm – 6:00 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.

5:00 pm to 5:10 pm	Begin Meeting <ul style="list-style-type: none">• The purpose of this meeting is to discuss the research conducted by each of the four team members and to share research outcomes with each other.• At the start of the meeting, each of the 4 members introduced the topics they researched on	internet café/ Engineering Building
5:10 pm to 5:30 pm	Discussion of Research <ul style="list-style-type: none">• In the second part of the meeting Zaid and Eisa shared their research outcomes with the other team members and explained its implications on the design of the project.	internet café/ Engineering Building
5:30 pm to 5:55	Continue Discussion of Research <ul style="list-style-type: none">• In the third part of the meeting, Yousef and Dhari explained the research they did. Then, the team talked about the need to conduct more research to have a better understanding of the project background.	internet café/ Engineering Building
5:55 pm to 6:00 pm	Plan for the Next Meeting and Next Assignments <ul style="list-style-type: none">• The next meeting will be held on Monday, October 23rd.• The meeting is expected to be held at the internet café.• Each team member need to individually prepare the individual analysis assignment.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Continue researching on the speed of motion and restrictions.	Eisa Almutairi	By next meeting	October 23 rd .
Expand research on strength of material	Zaid Almutairi	By next meeting	October 23 rd .
Provide more research on life expectancy of materials	Dhari Alshammari	By next meeting	October 23 rd .
Continue the research on the range of motion of human beings.	Yousef Alazmi	By next meeting	October 23 rd .

Next formal meeting: October 23rd , internet cafe, Engineering Building