

MEETING MINUTES

Topic: Prepare for final report and CAD

Monday, April 30, 2018

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Dhari Alshammari

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 purpose of this meeting is to continue working on the final report and CAD deliverables.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discuss final deliverables <ul style="list-style-type: none">Team decided that one team member will work on the final CAD product and the three other members will start working on the final report.Zaid will work on the CAD product, as he is the most experienced team member in CAD designs.	internet café/ Engineering Building
8:30 pm to 8:55	Discuss final report <ul style="list-style-type: none">Dhari will work on editing the following sections in the final report: implementation and final designYousef will work on the following sections: background and requirementsEisa will edit the following sections: budget and cost analysis	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 April May 7th.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on final report	Eisa Almutairi	By next meeting	May 7th · 2018
Work on final CAD package	Zaid Almutairi	By next meeting	May 7th · 2018
Work on final report	Dhari Alshammari	By next meeting	May 7th · 2018
Work on final report	Yousef Alazmi	By next meeting	May 7th · 2018

Next formal meeting: May 7th · 2018 , internet cafe, Engineering Building