

MEETING MINUTES

Topic: Project Progress

Monday, February 12th 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 for the team to discuss the progress on the CAD design and final material preparation.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discuss Project progress <ul style="list-style-type: none">Team discussed the progress they did based on the hardware review assignment.Each team member showed the rest of the team the work completed by them and the work to be done in the following few weeks.	internet café/ Engineering Building
8:30 pm to 8:55	Continue ~ discussion of Project progress <ul style="list-style-type: none">Team designed to complete and finalize the CAD designTeam designed to update their final project design alternative based on the recommendations provided by Dr. Oman regarding the thickness of the device.	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 19th, and if necessary a meeting during the week will be hold.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Determine the materials to be purchased from Home depot.	Eisa Almutairi	By next meeting	February 19 th
Continue working on CAD design	Zaid Almutairi	By next meeting	February 19 th
Hel Eisa identifying the materials to be purchased from Home depot.	Dhari Alshammari	By next meeting	February 19 th
Continue working on CAD design	Yousef Alazmi	By next meeting	February 19 th

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