

MEETING MINUTES Topic: Bill of Materials

Dec 3, 2017 07:00 pm – 10:00 pm

Minutes recorded by: Taha Alansari

Meeting called by: Abdullah Ali Almutairi

Attendees: All the group were attended

Executive Summary

In this meeting, the group will do the final Bill of Material table for the final project design. The group should do some researches in this meeting to get the best materials.

07:00 pm to 07:30 pm	Begin Meeting <ul style="list-style-type: none">- The group review the final project design- The group put the last touch on the design	ENG-108
07:30 pm to 9:30 pm	Discussion the topics <p>First, the group started to write down all the parts that they will use according to the final design. Second, the team leader separated the parts between each member of the group to make the work faster and easier. Then, each member started to search on the parts he has. Each member must figure out the cost, quantity, shipping of each part. After all the group finish with all the parts, the leader gather them into one table.</p>	ENG-108
9:30 pm to 10:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Next meeting will be Dec 7, 2017.- The group will work on the Final prototype summary.	ENG-108

🕒 Action Items:

- - Taha Alansari
 - 🕒 Update the website
 - 🕒 Working on the CAD
- - Abdullah Ali Almutairi
 - Working on the CAD
- - Abdullah Almutairi
 - Working On the CAD
- - Mohammad Alkatan
 - Working on the CAD
- - Yousef Alkatan
 - Working on the CAD