

MEETING MINUTES

Topic: **Final Proposal Presentation**

Date: Monday, April 16, 2018

Time: 3:30 pm – 5:00 pm

Location: Engineering Building Rm 120

Minutes recorded by Mohammad Alsaidi

Meeting called by Bader Alshammari

Attendees: Mohammad Alsaidi, Bader Alshammari, Shamlan Alshammari and Mohammad Alotaibi

Table 1. Record of meeting.

3:30 pm to 4:00 pm	Begin Meeting <ul style="list-style-type: none">• We discussed why we have meeting• We discussed how can we prepare for the final proposal presentation• We gave each members his part in the presentation• Starting the work for the presentation	Room 120
4:00 pm to 4:50pm	Working on the parts for the presentation <ul style="list-style-type: none">• Shamlan was working in project description• Bader was working in CAD design & BOM• Alsaidi was working in how customer requirements meet with the design• Alotaibi was working in budget and schedule	Room 120

4:50 pm to 5:00 pm	Plan for next meeting <ul style="list-style-type: none"> We planning to have meeting tomorrow April 17th to do practice for the presentation 	Room 120
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare the slides of the first presentation	Bader Alshammari	4/16	Next meeting
Prepare the slides of the first presentation	Mohammad Alsaïdi	4/16	Next meeting
Prepare the slides of the first presentation	Mohammad Alotaibi	4/16	Next meeting
Prepare the slides of the first presentation	Shamlan Alshammari	4/16	Next meeting

Next formal meeting: 4/17/2018, Engineering Building, at 12:00pm.