

MEETING MINUTES

Topic: Final Poster and Operation

Date: Tuesday, August 1, 2018

Time: 5:00 pm – 6:00 pm

Location: Engineering Building Lobby

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.

2:00 pm to 2:10pm	Begin Meeting: <ul style="list-style-type: none">• We discussed what is the reason for the meeting• We gave each members his part in the meeting• Starting the work for each members	Lobby
2:10 pm to 3:30 pm	Working on the meeting : <ul style="list-style-type: none">• Bader with shamlan was working to edit the comments and fix the mistakes on the operation and assembly manual• Alotaibi with alsaidi was working to fix the comments and mistakes on our final poster draft	Lobby
3:30 pm to 3:35 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have meeting on August 4th to work on our final report	Lobby

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review his works	Bader Alshammari	8/4	8/6
Review his works	Shamlan Alshammari	8/4	8/6
Review his works	Mohammad Alotaibi	8/4	8/6
Review his works	Mohammad Alsaïdi	8/4	8/6

Next formal meeting: 8/4/2018, Engineering Building, at 5:00pm.