

MEETING MINUTES

Topic: Final Report

Date: Tuesday, August 4, 2018

Time: 5:00 pm – 9:00 pm

Location: Engineering Building Lobby

Minutes recorded by Mohammad Alsaïdi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

5:00 pm to 5:20pm	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 report• Starting the work for each members	Lobby
5:20 pm to 8:50 pm	Working on the meeting : <ul style="list-style-type: none">• Bader was working to fix the comments from last report and editing the mistakes• Shamlan was working on Manufacturing and design changes• Alotaibi was working on testing sections• Alsaïdi was working on the conclusions	Lobby
8:50 pm to 9:00 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have meeting on August 6th to complete our working on the final report	Lobby

Table 2. Tasks Assigned.

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

Next formal meeting: 8/6/2018, Engineering Building, at 7:00pm.