

# MEETING MINUTES

**Topic: ME476C Team Meeting**

**Date: Thursday, February 1 , 2018**

**Time: 5:00 pm – 6:20 pm**

**Location: Starbucks**

**Minutes recorded by Bader Alshammari**

**Meeting called by Bader Alshammari**

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

**Table 1. Record of meeting.**

<b>5:00 pm to 5:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We discussed the ideas that we wanted to design as our project for this semester to our client</li><li>• We wanted to produce many aspects to talk about.</li><li>• We brought the sketches to our client to see what we were working on.</li></ul>	<b>Starbucks</b>
<b>5:30 pm to 6:15pm</b>	<b>Working on STEAM</b> <ul style="list-style-type: none"><li>• Shamlan wanted to work on the science part</li><li>• Alsaidi wanted to talk about the technology</li><li>• Bader wanted to talk about the art and engineering parts.</li><li>• Alotaibi wanted to work on the math part.</li></ul>	<b>Starbucks</b>
<b>6:15 pm to 6:20 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We were planning to have a meeting on Feb 4<sup>th</sup> to practice for the presentation.</li><li>• We needed to provide better sketches so we can meet with all the customer requirements.</li></ul>	<b>Starbucks</b>

**Table 2. Tasks Assigned.**

<b>Task</b>	Person Assigned	Due Date	Date Complete
<b>Enhance sketches</b>	All	N/A	Next meeting

**Next formal meeting: February 4, 2018, Engineering Building, at 4:00pm.**