

MEETING MINUTES

Topic: ME476C Team Meeting

Date: February 22 , 2018

Time: 4:40 pm – 5:15 pm

Location: Engineering Building

Minutes recorded by Shamlan Alshammari

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

4:40 pm to 4:50 pm	Begin Meeting <ul style="list-style-type: none">We discussed the sketches that we were developing and how to improve the designs.	Engineering Building
4:50 pm to 4:55pm	Tasks: <ul style="list-style-type: none">Our instructor showed us how other Wonder Factory project work was and how we can follow their way and come up with ideas from different ways. Such as, the bio-inspired method.	Engineering Building
4:55 pm to 5:15 pm	Plan for next meeting <ul style="list-style-type: none">We were planning to have a meeting on Feb 24st to work more on our sketches.We needed to provide better sketches so we can provide our client our best work.	Engineering Building

Table 2. Tasks Assigned.

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

Next formal meeting: February 24, 2018