

MEETING MINUTES

Topic: ME476C Team Meeting

Date: February 24 , 2018

Time: 4:00 pm – 5:15 pm

Location: Engineering Building

Minutes recorded by Shamlan Alshammari

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

4:00 pm to 4:10 pm	Begin Meeting <ul style="list-style-type: none">We talked about how we can come up with different and new ideas to draw and design.	Engineering Building
4:10 pm to 4:50pm	Tasks: <ul style="list-style-type: none">We started drawing based on the ideas that we came up with from our instructor and considering the customer requirements.	Engineering Building
4:50 pm to 5:15 pm	Plan for next meeting <ul style="list-style-type: none">We were planning to have a meeting on March 4th to practice doing the presentation before actually doing it in front of our classmates so we can be better than the last time that we presented.	Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Practice presentation	All	N/A	Next meeting

Next formal meeting: March 4, 2018