

MEETING MINUTES

Topic: ME476C Team Meeting

Date: January 23 , 2018

Time: 4:30 pm – 5 pm

Location: Engineering Building

Minutes recorded by Bader Alshammari

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

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|---------------------------|---|-----------------------------|
| 4:30 pm to 4:40 pm | Begin Meeting <ul style="list-style-type: none">• We discussed the sketches that we were working on to our professor and she advised us to give more advanced sketch to our client when we meet with them.• We discussed how challenging this project can be. | Engineering Building |
| 4:40 pm to 4:50pm | Tasks: <ul style="list-style-type: none">• Our instructor showed us what this semester will be addressing and what kind of tasks we will have to do. | Engineering Building |
| 4:50 pm to 5 pm | Plan for next meeting <ul style="list-style-type: none">• We were planning to have a meeting on Feb 1st to meet with our client• 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 1, 2018