

MEETING MINUTES

Topic: Final product testing proof

Date: Tuesday, July 31, 2018

Time: 2:00 pm – 3:35 pm

Location: Engineering Building Lobby

Minutes recorded by Mohammad Alsaidi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

2:00 pm to 2:10pm	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 meeting• Starting the work for each members	Lobby
2:10 pm to 3:30 pm	Working on the meeting : <ul style="list-style-type: none">• Bader with shamlan was working on summary• Alotaibi with alsaidi was working on collecting videos and pictures	Lobby
3:30 pm to 3:35 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have meeting tomorrow August 1st to work on our final poster and operation	Lobby

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review his works	Bader Alshammari	8/1	8/1
Review his works	Shamlan Alshammari	8/1	8/1
Review his works	Mohammad Alotaibi	8/1	8/1
Review his works	Mohammad Alsaidi	8/1	8/1

Next formal meeting: 8/1/2018, Engineering Building, at 5:00pm.