

# MEETING MINUTES

## Topic: Midpoint Presentation

Date: Monday, July 9<sup>th</sup>, 2018

Time: 4:00 pm – 5:00 pm

Location: Alsaïdi apartment

Minutes recorded by Mohammad Alsaïdi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

|                           |  |                          |
|---------------------------|--|--------------------------|
| <b>4:00 pm to 4:10 pm</b> | <b>Begin Meeting :</b> <ul style="list-style-type: none"><li>• We discussed about the reason for the meeting</li><li>• We discussed how can we be ready for the midpoint presentation</li><li>• Each one knows his part in the presentation</li><li>• Starting the work for each members</li></ul>   | <b>Alsaïdi apartment</b> |
| <b>4:10 pm to 4:50pm</b>  | <b>Working on the parts for the present:</b> <ul style="list-style-type: none"><li>• Shamlan was practicing on his slides</li><li>• Bader was practicing on updates and discussion the new analytical analyses</li><li>• Alsaïdi was practicing on our plans for next manufacturing , contingencies and testing</li><li>• Alotaibi was practicing on hardware review</li></ul> | <b>Alsaïdi apartment</b> |
| <b>4:50 pm to 5:00 pm</b> | <b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We planning to have have meeting July 12<sup>th</sup> to work on hardware review</li></ul>  | <b>Alsaïdi apartment</b> |

**Table 2. Tasks Assigned.**

| <b>Task</b>  | <b>Person Assigned</b> | <b>Due Date</b> | <b>Date Complete</b> |
|--|------------------------|-----------------|----------------------|
| <b>Prepare the slides of the Midpoint presentation</b> | Bader Alshammari       | 07/10           | 07/10                |
| <b>Prepare the slides of the Midpoint presentation</b> | Mohammad alsaidi       | 07/10           | 07/10                |
| <b>Prepare the slides of the Midpoint presentation</b> | Shamlan Alshammari     | 07/10           | 07/10                |
| <b>Prepare the slides of the Midpoint presentation</b> | Mohammad Alotaibi      | 07/10           | 07/10                |

**Next formal meeting: 07/12/2018, Engineering Building, at 2:00pm.**