

# MEETING MINUTES

## Topic: Midpoint Presentation

Date: Sunday, July 8<sup>th</sup>, 2018

Time: 3:30 pm – 5:00 pm

Location: Engineering Building Lobby

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>3:30 pm to 3:50 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 prepare for the midpoint presentation</li><li>• We gave each one his part in the presentation</li><li>• Starting the work for each members</li></ul>	<b>Lobby</b>
<b>3:50 pm to 4:50pm</b>	<b>Working on the parts for the present:</b> <ul style="list-style-type: none"><li>• Shamlan was working on project description with provide a brief and provide image of our manufactured design</li><li>• Bader was working on updates and discussion the new analytical analyses</li><li>• Alsaïdi was working on our plans for next manufacturing , contingencies and testing</li><li>• Alotaibi was working on hardware review</li></ul>	<b>Lobby</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 tomorrow July 9<sup>th</sup> to do practice for the presentation</li></ul>	<b>Lobby</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	07/09
<b>Prepare the slides of the Midpoint presentation</b>	Mohammad alsaidi	07/10	07/09
<b>Prepare the slides of the Midpoint presentation</b>	Shamlan Alshammari	07/10	07/09
<b>Prepare the slides of the Midpoint presentation</b>	Mohammad Alotaibi	07/10	07/09

**Next formal meeting: 07/09/2018, Engineering Building, at 2:00pm.**