

# MEETING MINUTES

## Topic: ME486C Team Meeting

Date: Thursday, June 7<sup>th</sup> , 2018

Time: 11:00 am – 12:00 pm

Location: Engineering Building Rm 108

Minutes recorded by     Mohammad Alsaidi    

Meeting called by                     Bader Alshammari    

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

Table 1. Record of meeting.

<b>11 am to 11:15 am</b>	Begin Meeting : <ul style="list-style-type: none"><li>• We discussed why we have the meeting</li><li>• We discussed about next assignments in next week</li><li>• We gave each members his works in the meeting</li><li>• Starting the work for each members</li></ul>	<b>Room 108</b>
<b>11:15am to 11:50 am</b>	Working on the meeting : <ul style="list-style-type: none"><li>• Bader was working on the CAD design and try to improve it</li><li>• Mohammad was improve our website and uploaded more documents and pictures</li><li>• Shamlan with Mohammad was drawing more sketches to improve our project</li></ul>	<b>Room 108</b>
<b>11:50 am to 12:00 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We planning to have meeting on Tuesday June 12, 2018 to see what we did</li></ul>	<b>Room 108</b>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
<b>Improve the CAD design</b>	Bader Alshammari	6/14	6/12
<b>Improve the website</b>	Mohammad Alsaïdi	6/13	6/12
<b>Bring sketches</b>	Mohammad Alotaibi	6/13	6/12
<b>Bring sketches</b>	Shamlan Alshammari	6/13	6/12

**Next formal meeting: 6/12/2018, Engineering Building, at 2:00pm.  
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