

MEETING MINUTES

Topic: ME486 Team Meeting

Date: Thursday 06,14, 2018

Time: 4:30 pm – 5:15 pm

Location: Engineering building

Minutes recorded by : Mohammad Alotaibi

Meeting called by : Mohammad Alsaïdi

Attendees : All Team member

Table 1. Record of meeting.

4:30 pm to 4:45 pm	Begin Meeting: <ul style="list-style-type: none">• Team discussed about the process of the CAD design• Team fixed some minor mistakes on the CAD design• Team finalized the CAD design and approved it for building	
4:45 pm to 5:15pm	Plan for next meeting: <ul style="list-style-type: none">• Team must bring CAD drawing• Team set an appointment next week in Mohammad's house to start building on 06/19/2018	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Make the CAD drawing	Mohammad Alsaïdi		
Print the CAD drawing	Shamlan Alshammari		
Buy wood	Mohammad Alotaibi		
Buy hardware tools	Bader Alshammari		