

# MEETING MINUTES

## Topic: 486C Team Meeting

Date: Tuesday, June 19, 2017

Time: 11:00am – 1:00pm

Location: Mohammad's House

Minutes recorded by Shamlan Alshammari

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

<b>11:00am to 11:30am</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• What we going to buy</li><li>• What we need it for</li><li>• How we going to build the Board</li><li>• Why we have this meeting</li></ul>	<b>House</b>
<b>11:35am to 12:35pm</b>	<b>Go to Home depot and buy what we need after we do the CAD</b> <ul style="list-style-type: none"><li>• Mohammad Alsaidi responsible about the wood</li><li>• Bader responsible about the bolt</li><li>• Shamlan responsible about Velcro</li><li>• Mohammad Alotaibi responsible about the tire and the weight</li></ul>	<b>House</b>
<b>12:36pm to 1:00pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Our next meeting will be tomorrow on 6/21/18</li></ul>	<b>House</b>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
<b>Velcro</b>	Shamlan ALshammari	N/A	N/A
<b>Trie and weight</b>	Mohammad Alotaibi	6/26	N/A
<b>bolt</b>	Bader Alshammari	6/23	N/A
<b>Wood</b>	Mohammad Alsaïdi	6/21	6/21

**Next formal meeting: 6/21/2018, Engineering Building, at 11:00am.**