

MEETING MINUTES

Topic: ME486 Team Meeting

Date: Saturday 06,23, 2018

Time: 4:30 pm – 5:15 pm

Location: Starbucks

Minutes recorded by : Mohammad Alotaibi

Meeting called by : Shamlan Alshammari

Attendees : All Team member

Table 1. Record of meeting.

4:30 pm to 4:45 pm	Begin Meeting: <ul style="list-style-type: none">• We discussed about our individual analytical analysis.• Each member took his part and begin to research about it.• Then we gave 2 days to finish or to have a big idea about what will do for each analytical analysis.	
4:45 pm to 5:15pm	Plan for next meeting: <ul style="list-style-type: none">• Finish our analytical analysis.• Discuss about analysis report	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
analytical analysis is Tipping by drag	Mohammad Alsaiddi	06/27/2018	2 days
analytical analysis is Tipping and slipping	Shamlan Alshammari	06/27/2018	2 days
analytical analysis is Projectile motion	Mohammad Alotaibi	06/27/2018	2 days
analytical analysis is Material type and measurement on board	Bader Alshammari	06/27/2018	2 days