

MEETING MINUTES

Topic: **Final Cad and BOM**

Date: Wednesday ,May 2, 2018

Time: 6:00 pm – 8:00 pm

Location: Engineering Building lobby

Minutes recorded by Mohammad Alsaidi

Meeting called by Bader Alshammari

Attendees: Mohammad Alsaidi, Bader Alshammari, Shmlan Alshammri and Mohammad alotaibi

Table 1. Record of meeting.

6:00 pm to 6:30 pm	Begin Meeting <ul style="list-style-type: none">• We discussed why we have meeting• We gave each members his part in the dues• Starting the work for the dues	Lobby
6:30 pm to 7:50pm	Working on the parts as a team <ul style="list-style-type: none">• Shamlan and was working in the final prototype• Bader was working in the CAD design• Alsaidi was working in Website check 3• Alotaibi was working in BOM	Lobby

7:50 pm to 8:00 pm	Plan for next meeting <ul style="list-style-type: none"> We planning to have meeting in Thursday May 3rd to do review for our works 	Lobby
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
complete his works	Bader Alshammari	5/2	5/2
Complete his works	Mohammad Alsaïdi	5/2	5/2
Complete his works	Mohammad Alotaibi	5/2	5/2
Complete his works	Shamlan Alshammari	5/2	5/2

Next formal meeting: 5/3/2018, Engineering Building, at 4:00pm.