

Meeting minutes

Topic: Working on Box Manufacturing

Friday, June, 29th 2018

4:15 pm – 8:35 pm

Minutes recorded by: Faisal Alfares

Meeting called by: All team members

Attendees: Abdulrahman Almohammad, Fawaz Aladwani, Faisal Alfares, Abdullah Bouhamad and Abdullah Aljaafar.

Table 1. The team meeting.

4:15 pm to 4:55 pm	Beginning of meeting <ul style="list-style-type: none">• We checked all parts needed with us.• Thinking how to begin build the box.• All team members share their ideas	Art Workshop Rm301
4:55 pm to 8:25 pm	Project discussion <ul style="list-style-type: none">• We split the working.• Some of members are cutting the plates to get good dimensions. Other assemble the plates together.	Art Workshop Rm301
8:25 pm to 8:35 pm	Schedule the next team meeting <ul style="list-style-type: none">• All team members will set up an meeting for the midpoint presentation later.	Art Workshop Rm301