

Meeting minutes

Topic: Working on the Hardware Review 2

Friday, July 13th 2018
7:30 pm – 10:15 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.

7:30 pm to 8:00 pm	Beginning of meeting <ul style="list-style-type: none">• Each team member was reading the instruction carefully• The work was divided between as with each member writing about his contribution into finishing the project• We vocally discussed where should we go within the next weeks as based on the hardware review 2• One of the team members shared a google drive document with the team members	Engineering Building
8:00 pm to 9:45 pm	Project discussion <ul style="list-style-type: none">• The team members started finalizing the CAD package• All the team members approved of the finalized CAD to be submit and presented next Tuesday	Engineering Building
9:45 pm to 10:15 pm	Schedule the next team meeting <ul style="list-style-type: none">• We will have another meeting.	Engineering Building