

# MEETING MINUTES

## Topic: Future Assignments

Thursday, April 26<sup>th</sup>, 2018

10:25 am – 10:40 am

Minutes recorded by \_\_\_Abdulrahman Almohammad

Meeting called by \_\_\_Team/Staff Meeting\_\_\_\_\_

Attendees: \_\_\_\_\_All team members\_\_\_\_\_

Table 1. Record of meeting.

<b>10:25 am to 10:40 am</b>	<b>Discussion on future assignments:</b> <ul style="list-style-type: none"><li>• Full CAD package:<ul style="list-style-type: none"><li>▪ Make drawings</li><li>▪ Make PDF files</li><li>▪ All drawing views (Top, left, etc.)</li><li>▪ Full assembly on CAD showing dimensions.</li></ul></li><li>• Bill of Materials:<ul style="list-style-type: none"><li>▪ All parts</li><li>▪ Manufacturer, Website, Email or Contact, Cost, Quantity.</li><li>▪ Blue form in front office.</li></ul></li><li>• Prototype:<ul style="list-style-type: none"><li>▪ Arduino – lighting up LED</li><li>▪ Laser – controlling the laser</li></ul></li></ul>	EGR. Building
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