

MEETING MINUTES

Topic: Project Discussion

Wednesday, March ,7 2017

6:10 pm – 6:30 am

Minutes recorded by Saad Albarazi

Meeting called by Dr. Trevas

Attendees: Barjas Albarazi , Faisal Alanezi, Saad Albarazii, Yousef Almutairi ,Khaled Alhusainan And Dr. Trevas

Executive Summary:

All team members attended the meeting that was located room 120.the team discussed about the presentation and what should be included in the final assembly.

Table 1. Record of meeting.

6:10 pm to 6:15 pm	Begin Meeting <ul style="list-style-type: none">The team discussed assigned action items and what they worked on	Room 120
6:15 pm to 6:25 pm	Discussion about the Project <ul style="list-style-type: none">Dr.Trevas suggested that the team should check if the parts are meshing well.Dr. Trevas suggested that a place for a rare earth magnet to be drilled in the gearDr. Trevas suggested that the team should be prepared for the presentation and check the rubric to not forget any details.	Room 120
6:25 pm to 6:30 pm	Plan for the Next Meeting <ul style="list-style-type: none">Action itemsThe team must be prepared for the midpoint presentation.	Room 120