

MEETING MINUTES

Topic: Project Discussion

Wednesday, February ,14 2017

9:00 am – 9:30 am

Minutes recorded by Saad Albarazi

Meeting called by Dr. Trevas

Attendees: Barjas Albarazi , Faisal Alanezi, Saad Albarazii, Yousef Almutairi , Mrs. Alston And Dr. Trevas

Executive Summary:

All team members except Khaled attended the meeting that was located at Starbucks to discuss the project progress with the client.

Table 1. Record of meeting.

9:00 am to 9:05 am	Begin Meeting <ul style="list-style-type: none">• The team explained why they needed to meet up with the client	Starbucks
9:05 am to 9:25 am	Discussion about the Project <ul style="list-style-type: none">• The team talked about how the project is processing until today.• Dr. Trevas explained that the team will be using the rare earth magnets as a method of holding the pens in place.• The team discussed about how the shape of the box will be and how it will be safe for the kids to use• Mrs. Alston gave her comments on the project.• Dr. Trevas assigned the topic of the technical analysis for each member	Starbucks
9:25 am to 9:30 am	Plan for the Next Meeting <ul style="list-style-type: none">• Have the CAD model ready• Researching on the technical analysis topics	Starbucks