

MEETING MINUTES

Topic: Project Discussion

Wednesday, September , 27 2017

6:45 pm – 7:25 pm

Minutes recorded by _____Khaled Alhusainan_____

Meeting called by _____Dr. Trevas_____

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

Executive Summary:

The team went to the class room in the Du Bois building and met with Dr. Trevas and the team chose their final design which is Spirograph after they met with the client. Then the team showed Dr. Trevas the CAD model that he asked about in the last meeting. Furthermore, Dr. Trevas clarified some points that the team were concerned about for the presentation and the preliminary report.

Table 1. Record of meeting.

6:45 pm to 6:55 pm	Begin Meeting <ul style="list-style-type: none">• Discuss what the team did after the last meeting.• Discuss what the team should add on their design for the Spirograph.	Du Bois
6:55 pm to 7:05 pm	Discussion about the Project <ul style="list-style-type: none">- The team chose their final design which is Spirograph.- The team discussed the preliminary report and the presentation in depth with Dr. Trevas.	Du Bois
7:05 pm to 7:15pm	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- The team discussed what should the preliminary report include.- Dr. Trevas told the team to improve their design	Du Bois
7:15pm to 7:25 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Each member should know the rubrics for the presentation and the preliminary report.- The team discussed the parts of each member for the presentation and the preliminary report.	Du Bois

