

MEETING MINUTES

Topic: Project Discussion

Wednesday, February ,21 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. Second meeting following up with the gears printing and machining arms.

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 3D print the gears.Dr. Trevas suggested that the arms should be machined.Dr. Trevas suggested that the project should be ready for testing in upcoming weeks	Room 120
6:25 pm to 6:30 pm	Plan for the Next Meeting <ul style="list-style-type: none">Action itemsThe team will work on the tasks assigned and work on the technical analysis	Room 120