MEETING MINUTES

# Topic: GROUP MEETING

## Monday, November 4, 2019

## 3:30 pm – 5:30 pm

**Minutes recorded by Mohammed Janshah.**

**Meeting called by** **Lahdan Alfihan.**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:30 pm to 5:20 pm | **Discussion of Final Presentation**   * Discussion led by Lahdan Alfihan. * Go over the final presentation. * Go over the CAD model. * Work on Cad model. | **Room,101** |
| 5:20 pm to 5:25 pm | Discussion of final Presentation  * Submit the final presentation | **Room,101** |
| 5:25 pm to end | Plan for next meeting  * Research the final material will be used | **Room,101** |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Research for FINAL BILL OF MATERIAL | All Team | 10/28/19 |  |

**Next formal meeting: 10/15/19, Engineering Building TBD, at 5:00 pm.**