MEETING MINUTES

# Topic: GROUP MEETING

## Friday, November 15, 2019

## 7:30 pm – 8:30 pm

**Minutes recorded by Meshal Alghammas.**

**Meeting called by** **Abdullah Almarri**

Attendees: All Members.

Please bring: Laptops.

Table . Record of meeting.

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| --- | --- | --- |
| 7:30 pm to 8:00 pm | **Discussion of the Material**   * Check the CAD model * Go over the final material will be used. | **Room,101** |
| 8:00 pm to 8:20 pm | Discussion of material  * Finalize the CAD model * SUBMIT THE | **Room,101** |
| 8:20 pm to end | Plan for next meeting  * CAD and BOM | **Room,101** |

Table . Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| SUBMIT THE CAD model and the BOM after the meeting with the TA | All Team | 10/22/19 |  |

**Next formal meeting: 11/25/19, Engineering Building TBD, at 5:00 pm.**