

MEETING MINUTES

Topic: Project Requirements

Thursday , 15th OF June, 2017

12:30 pm – 1:30 pm

Minutes recorded by __Sultan Alotaibi_____

Meeting called by __Sultan Alotaibi__

Attendees: _____All group members_____

Table 1. Record of meeting.

12:30 pm to 1:00	. Discussed the latest updates, to know what we finished so far. <ul style="list-style-type: none">- Majed went to phoenix looking for gears.- Mohammed and Mubarak went to the machine shop asking to make the shaft.- Majed figure out the sizes of the gears.	EGR
1:00 pm to 1:30	. Separating the next duty, and preparing for the hardware review. <ul style="list-style-type: none">- We have to order the gears.- We need to get an appointment with the machine shop to handle the gears.- The Gantt chart need some edit on it, following the stuff meeting comments.	EGR