

Meeting Minutes: Week 2

ME 486C - 004

Hozhoni Art Team A, Team #17

01/24/2017

Time held: 5:30pm to 7:30pm

Location: EGR Building

Recorded by: Haitham Almohamedsaleh

Attendance: Waleed Ahmad, Mohammad Alotaibi, Ahmad Alotaibi, Haitham

Almohammedsaleh, and Madison Douglass

Discuss for the next personation and do the slides (30 minutes)

As team we decided each member should takes his/ her parts, and how many minutes we should present for the personation. Waleed is going to take the introduction for the prestantion. Ahmad is going to take updates, and design update, Madison is going to take the Manufacturing which's three slides, Mohammed is taking the Project Description, and budget, an Haitham is responsible for the schedule, and Gantt chart. Finally, the group manger asked the team each member should come with two questions for the stuff meeting.

Practice at library (one hour and 30 minutes)

As team we met at the library for practice. We did the practice tow times. The first time it was eight minutes but we're not satisfy for that. After that we did the practice again it was almost 10 minutes which that's satisfied.

Plan for next meeting (30 minutes)

- We're going to go to the machine design to ask them a few questions about our project
- Next team meeting should in Tuesday at engineering building
- We will see if we need to meet one more time before the presentation.