MEETING MINUTES

# Topic: GROUP MEETING

## Monday, October 28, 2019

## 7:30 pm – 9:00 pm

**Minutes recorded by Lahdan Alfihan.**

**Meeting called by** **Mehsal Alghammas.**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

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| 7:30 pm to 8:45 pm | **Discussion of Final Presentation**   * Discussion led by Meshal Alghammas. * Submit the technical analysis memo. * Discuess the final presentation. * Work on Cad model. | **Room,101** |
| 8:45pm to 8:55 pm | Discussion of final Presentation  * Each person given an idea. * Check the work of the CAD model | **Room,101** |
| 11:55 pm to end | Plan for next meeting  * Finishing the most of the presentation parts * All agreements. | **Room,101** |

Table 2. Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| FINAL PRESENTATION | All Team | 10/28/19 |  |

**Next formal meeting: 10/4/19, Engineering Building TBD, at 3:30pm.**