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.

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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.**