MEETING MINUTES

# Topic: GROUP MEETING

## Friday, November 15, 2019

## 5:00 pm – 7:30 pm

**Minutes recorded by Abdullah Almarri.**

**Meeting called by** **Mohammed Janshah.**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 5:00 pm to 6:30 pm | **Discussion of the Material**   * Discussion led by Mohammed Janshah. * Go over the final material will be used. | **Room,101** |
| 6:30 pm to 7:20 pm | Discussion of material  * More researches for the material | **Room,101** |
| 7:20 pm to end | Plan for next meeting  * CAD and BOM | **Room,101** |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Research for BOM | All Team | 10/28/19 |  |

**Next formal meeting: 11/18/19, Engineering Building TBD, at 7:00 pm.**