

# MEETING AGENDA

## Topic: Staff Meeting-7

**Thursday, April 25, 2019**

Meeting called by: Abdullah Almutairi, Husain Alkandari

**Attendees: All Team Members**

**Please bring:** Laptops and Class notes

<b>4:25pm - 4:30pm</b>	<b>Final Report</b> <ul style="list-style-type: none"><li>• What we going to do.</li><li>• Where are we and the rubric.</li><li>• references.</li></ul>	Classroom
<b>4:30pm-4:35pm</b>	<b>Demonstration expectations</b> <ul style="list-style-type: none"><li>• What we expect</li><li>• What we will do</li></ul>	Classroom
<b>4:35pm – 4:40pm</b>	<b>CAD and BOM expectations</b> <ul style="list-style-type: none"><li>• CAD development</li><li>• BOM development</li></ul>	Classroom
<b>4:40pm – 4:45pm</b>	<b>Website 3</b> <ul style="list-style-type: none"><li>• We started with the problems that we might face</li><li>• We did the sketches</li><li>• We will add them to our report</li></ul>	Classroom

Upcoming requirements:

1. All members are required to be on times.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All member	Setting up a meeting with the professor	04/25/19
All members	How will be doing the meeting minutes	04/25/19