

# MEETING MINUTES

## Topic: Project Discussion

Wednesday, September , 20 2017

6:20 pm – 6:50 pm

Minutes recorded by     Khaled Alhusainan    

Meeting called by     Dr. Trevas    

Attendees: Yousef Almutairi, Faisal Alanezi, Saad Albarazi, Barjas Albarazi ,Khaled Alhusainan And Dr. Trevas

### Executive Summary:

The team went to the class room to meet with Dr. Trevas to discuss how the client meeting went. After that the team introduced more ideas for the project. After that the team narrowed down the list of the designs to build. Later on the team discussed with Dr. Trevas about the preliminary report and the presentation.

Table 1. Record of meeting.

<b>6:20pm to 6:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Discuss what the team did after the last meeting.</li><li>• Discuss what happened during the client meeting.</li></ul>	Du Bois
<b>6:30 pm to 6:40 pm</b>	<b>Discussion about the Project</b> <ul style="list-style-type: none"><li>- The team added more ideas for the concept designs.</li><li>- The team listed the best options for ideas that were discussed with Dr. Trevas and the client.</li><li>- The team discussed the preliminary report and the presentation with Dr. Trevas.</li></ul>	Du Bois
<b>6:40 pm to 6:45pm</b>	<b>Discuss Upcoming Group Assignments</b> <ul style="list-style-type: none"><li>- The team discussed what should go inside the presentation.</li><li>- Dr.Trevas said that it would be better to have a CAD model included in the presentation.</li></ul>	Du Bois
<b>6:45pm to 6:50 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>- Each member should have his slides ready.</li><li>- The team should have created a CAD model for the design</li></ul>	Du Bois

