MEETING MINUTES

# Topic: GROUP MEETING

## Monday, November 25, 2019

## 5:00 pm – 6:30 pm

**Minutes recorded by Meshal Alghammas.**

**Meeting called by** **Abdullah Almarri**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 5:00 pm to 6:00 pm | **Discussion of the Prototype**   * Check the material will be used. * Start working on the prototype | **Room,101** |
| 6:00 pm to 6:20 pm | Discussion of material  * check the prototype | **Room,101** |
| 6:20 pm to end | Plan for next meeting  * finalize the protoype. | **Room,101** |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Take pictures of every part of the prototype | All Team | 12/2/19 |  |

**Next formal meeting: 12/2/19, Engineering Building TBD, at 3:30 pm.**