

MEETING MINUTES

Topic: client status Report (draft)

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid,

Date: Thursday 10-12-2017

Attendees: Jali Aljuraid, Abdulwahab Alkandari, Abdallah AlSharrah, Mohammad Alhuseni

Please bring: Logbooks, Laptop, Notes

Table 1. Record of meeting.

4:00 pm to 5:00 pm	Discussion of Project Description <ul style="list-style-type: none">• Discussion led by Abdallah Alsharrah• Discussed Project research and Memo (Project background, client needs).• Worked on project definition memo (defined project goal, client needs, set objectives, set constraints)	Engineering Building, EGR234
5:00 pm to 5:20 pm	Discussion of Team research <ul style="list-style-type: none">• Assign parts to write for each team member. Jali: <ul style="list-style-type: none">- Introduction Abdallah: <ul style="list-style-type: none">- Conclusion Abdullwahab: <ul style="list-style-type: none">- Body (1) Mohammad: <ul style="list-style-type: none">- Body (2)	Engineering Building, EGR234
5:20 pm to end	Plan for next meeting <ul style="list-style-type: none">• Jali Aljuraid will complete agenda for next meeting.	Engineering Building, EGR234

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on client report assignment	All	10-12-2017	10-13-2017 by midnight