

MEETING MINUTES

Topic: client status Report (draft)

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid,

Date: Thursday 10-19-2017

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 about Project website.• Worked on project website and take a look at other graduated students web sites.	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">- Create new web site for the project Abdallah: <ul style="list-style-type: none">- Assist jail with the website. Abdullwahab: <ul style="list-style-type: none">- Add our contact number and some pictures related to our project Mohammad: <ul style="list-style-type: none">- Add all documents that we did to our website.	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	10-19-2017	10-20-2017 by midnight