

MEETING MINUTES

Topic: Bylaws Responsibilities

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid,

Date: Thursday 9-21-2017

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 Background 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 Bylaws <ul style="list-style-type: none">• Assign bylaws for each team member.	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 your bylaws	All	-	-