

MEETING MINUTES

Topic: Meeting with client

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid, **Date:** Thursday 11-02-2017 **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: <ul style="list-style-type: none"><input type="checkbox"/> Discussion led by Abdallah Alsharrah<input type="checkbox"/> Discussed about Project in overall.	Engineering Building, EGR234
5:00 pm to 5:20 pm	Discussion of Team research <ul style="list-style-type: none"><input type="checkbox"/> Assign parts to write for each team member. We all need to:<ul style="list-style-type: none">- Try to find a disability child with Dr.Kyle to improve some ideas for our project.- Assist each other with some researches related to the disabilities children.	Engineering Building, EGR234
5:20 pm to end	Plan for next meeting <ul style="list-style-type: none"><input type="checkbox"/> Jali Aljuraid will complete agenda for next meeting.	Engineering Building, EGR234

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on the presentation assignment	All	11-19-2017	11-8-2017 by midnight