

MEETING MINUTES

Topic: Meeting with client

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid, **Date:** Wed 11-08-2017 **Attendees:** Jali Aljuraid, Abdulwahab Alkandari, Abdallah AlSharrah, Mohammad Alhuseni

Please bring: Logbooks, Laptop, Notes **Table 1. Record of meeting.**

10:00 am to 12:00 pm	Discussion: <ul style="list-style-type: none"><input type="checkbox"/> Discussion led by Abdallah Alsharrah [L] [SEP]<input type="checkbox"/> Discussed about Project presentation in overall.<input type="checkbox"/> Worked on project presentation and take a look at other [L] [SEP]classmate presentations. [L] [SEP] <p>[L] [SEP]</p>	Engineering Building, EGR234
12:00 pm to 12:20 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">- Every member needs to work on his slides for presentation- We are going to discuss and edit on the presentation.- presentation practice. <p>[L] [SEP]</p>	Engineering Building, EGR234

12:20 pm to end	Plan for next meeting <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
planning for our design review	All	11-14-2017	11-13-2017 by midnight