

MEETING MINUTES

Topic: Planning for design review.

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid, **Date:** Thu 11-16-2017 **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 [L] [SEP]<input type="checkbox"/> Discussed about Project design in overall. [L] [SEP]	Engineering Building, EGR234
5:00 pm to 6:20 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 part for design report.- We are going to discuss and edit on the design presentation.- Prepare for design report and final. [L] [SEP]	Engineering Building, EGR234
6:20 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
Planning for our design review	All	11-30-2017	11-29-2017 by midnight