

MEETING MINUTES

Topic: Planning for design review.

Minutes recorded by: Mohammad Alhuseni

Meeting called by: Jali Aljuraid, **Date:** Wed 11-29-2017 **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 presentation and final report. [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 presentation. Jali needs to work on introduction and add some pictures for the presentation.- Abdullah and Abdulwahab need to work on the body for the final report and try to complete their parts for presentation.- Mohammad Needs to do the conclusion for the final report and complete his part for the presentation. [L] [SEP]	Engineering Building, EGR234

6:20 pm to end	Plan for next meeting <input type="checkbox"/> Jali Aljuraid will complete agenda for next meeting.	Engineering Building, EGR234
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finishing the final report.	All	12-01-2017	12-29-2017 by midnight