

# MEETING MINUTES

## Topic: Staff Meeting

Tuesday , 06/06/2017

5:00pm – 8:00pm

Minutes recorded by Mohammad Alfadhli

Meeting called by Naser Alhajri

Attendees: Muhammad Alhajri, Naser Alhajri, Yousef Alhaddad, Mohammad Alfadhli and Abdulaziz Alajmi

Table 1. Record of meeting.

<b>5:00pm to 6:00</b>	<b>Discussion</b> <ul style="list-style-type: none"><li>• We fixed all the comment that was on the report that we submit it last course</li><li>• We divide the work by the group members and how the work it will be done.</li><li>• For example, Yousef assign to do 2 HW,3 lecture and 1 Project, Mohammad assign to do 2 HW, 2 lecture and the website, Naser assign to do 2 HW and 2 lecture and 1 Exam .... etc.</li></ul>	Room 120
<b>6:00pm to 7:00pm</b>	<b>Discussion about the staff meeting</b> <ul style="list-style-type: none"><li>• We divide in two groups, which is group 1 contain Yousef, Muhammad Alhajri and the second group are Abdulaziz, Naser and Mohammad.</li><li>• Group one work in Gantt chart and second group work in creating a lecture.</li></ul>	Room 120
<b>7:00pm to 8:00pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We finalize the report and resubmit it again and finish the Gantt chart for the summer course</li><li>• We vote to meet on Sunday to start working on the project in finish 50% of it before the hardware review 1</li></ul>	Room 120

Next formal meeting: Tuesday 06/13/2017, room 112,Engineering Building, at 10:00 am.