

# MEETING MINUTES

## Topic: Background report editing

Monday, 02/27/2017

9:00 am – 10:10 am

Minutes recorded by Yousef Alhadda

Meeting called by Mohammad Alfadhli

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

Table 1. Record of meeting.

|                             |   |          |
|-----------------------------|---|----------|
| <b>9:00 am to 9:20 am</b>   | <b>Discussion</b> <ul style="list-style-type: none"><li>• We read the example reports from black board.</li><li>• We look at GoBabyGo A's final proposal from last semester.</li><li>• We open our report and read the comments from Dr. Oman and other graders and find out what are the mistakes.</li></ul> | Room 112 |
| <b>9:20 am to 10:00 am</b>  | <b>Discussion about the report</b> <ul style="list-style-type: none"><li>• We start editing the report based on the provided comment in black board and learned from the example reports in black board. Also, follow the email from Dr. Oman and do what she asked to do.</li></ul>                          | Room 112 |
| <b>10:00 am to 10:10 am</b> | <b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Creating the WBS for our project</li><li>• Sketching the concept variance</li><li>• Completing the house of quality</li><li>• Develop the website for our project</li><li>• Updating our Gantt Chart</li></ul>                           | Room 112 |

Next formal meeting: 03/01/2017, room 112, Engineering Building, at 9:00 am.