

MEETING MINUTES

Topic: Project Requirements

Wednesday, 25th of January, 2017

5:30 pm – 6:45 pm

Minutes recorded by ___Sultan Alotaibi_____

Meeting called by ___Sultan Alotaibi___

Attendees: _____All group members_____

Please bring: ___Log books_____

Table 1. Record of meeting.

5:30 pm to 6:00 pm	Discussion of Project Description and introduce ourselves. <ul style="list-style-type: none">• Discussion led by Majid Borisly• Each group member get responsible by part in the group project depending on his personality.• Majid: Group leader.• Mohammad: Client contact.• Mubarak: website developer.• Munikher: Budget.• Sultan: secretary	EGR 314
6:00 pm to 6:30	Ground roles. <ul style="list-style-type: none">• Mohammad pointed that each group member should show in time fro group meetings.• Majid pointed that we should be focus for our purpose and goals.• Sultan: we should listen to all ideas and consider them.• Mubarak: Pointed if any problem between students should be reach to professor to find solution.• Moniker: Delivered tasks in a timely manner.	EGR 314
6:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Each team member should do GENERAL researches regarding our project.• Work in team charter assignment.	EGR 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Research about Dental hygiene	Majid	02/02/17	
Set up appointment with the client, and making a general research about the project.	Mohammad	02/02/17	
Launch website and make research.	Mubarak	02/02/17	
Research about the budget and the materials that will fit our project.	Munikher	02/02/17	
Record the meeting minutes and do some general reseaeches.	Sultan	02/02/17	

Next formal meeting: 02/02/17, Labs room, EGR building, at 6:00pm.