

MEETING MINUTES

Topic: Project Requirements

Thursday , 2nd of March, 2017

6:00 pm – 7:30 pm

Minutes recorded by ___Sultan Alotaibi_____

Meeting called by ___Sultan Alotaibi___

Attendees: _____All group members_____

Table 1. Record of meeting.

6:00 pm to 6:30	<ul style="list-style-type: none">▪ Preparing for the stuff meetings requirements.<ul style="list-style-type: none">- Our group have 5 members, each member must to bring 5 sketches on the stuff meetings.- We suppose to considered at least 3 sketches to explain it very well on the meeting.	EGR
6:30 pm to 7:00	<ul style="list-style-type: none">▪ Start working on the team memo<ul style="list-style-type: none">- Separate the parts between the member.- Open new file on the drive- Need to finish it on March 10	EGR
7:00 pm to end	<ul style="list-style-type: none">▪ Working on the second presentation.<ul style="list-style-type: none">- Work on presentation especially it's due after the spring break.- Open a new PowerPoint file on the drive- Separate the slides between the members	EGR

Next formal meeting: 03/09/17, Labs room, EGR building, at 6:00pm.