

# MEETING MINUTES

## Topic: Project Requirements

Thursday , 9<sup>th</sup> of March, 2017

6:00 pm – 7:00 pm

Minutes recorded by \_\_Sultan Alotaibi\_\_\_\_\_

Meeting called by \_\_Sultan Alotaibi\_\_

Attendees: \_\_\_\_\_All group members\_\_\_\_\_

Table 1. Record of meeting.

<b>6:00 pm to 6:30</b>	<ul style="list-style-type: none"><li>▪ <b>Review and Edit the existing PowerPoint for the presentation.</b><ul style="list-style-type: none"><li>- Mubarak get the responsible of Introduction slide and the Gantt Chart.</li><li>- Mohammed take care of the project description and black box model.</li><li>- Minekher will do the budget.</li><li>- Sultan get the responsible of the Designs considered.</li><li>- Majed will talk about the design selected.</li></ul></li></ul>	EGR
<b>6:45 to end</b>	<ul style="list-style-type: none"><li>▪ <b>Practicing the presentation.</b><ul style="list-style-type: none"><li>- Practicing it very well, to avoid the mistake when presenting in the class.</li><li>- Look if we need to edit anything, and presenting it on 8 minutes.</li></ul></li></ul>	EGR

**Next formal meeting: 04/06/17, Labs room, EGR building, at 6:00pm.**