MEETING MINUTES

Topic: Staff Meeting`s Feedback

Wednesday 06/07/2017
4:00 pm – 5:20 pm

Minutes recorded by _Abdullah Alazemi_

Meeting called by _Abdullah Alazemi_

Attendees: _ Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Mohammad Alkhaldi, Barjas Aldooseri

Please bring: __ Laptop, Notes, etc

Table 1. Record of meeting.

4:00 pm to 4:20 pm	**Begin Meeting** • The team assigned Mohammad Alkhaldi to work on the next meeting minutes. • The team started to review the feedback the we have received from our instructor and our client about the schedule of the course. • There were some suggestions about how can we handle the short time in the next few weeks, by following the points that were given by Dr. Sarah Oman. • Furthermore, the tasks have been assigned again to the team members.	Internet Café
4:20 pm to 4:45 pm	**Tasks for the Remaining Weeks** • Each one of the team member explain his availability for the next remaining weeks so that we could distribute the task among the team members. • For the Presentations and Meeting Minutes, Abdullah and Mohammad Alkhaldi will be the ones who will take care of them. • Saud Almutairi and Mohammad Alajmi will take care of the machine shop. Saud is going to work on updating the website with updated information. • Barjas and Mahdi will be responsible of the BOM and the next report which is Midpoint report. • Also, the team assigned some sections of the report between the team members, so we could be on track for the deadline, and that will be discussed more in the next meeting.	Internet Café

4:45 pm to 5:00 pm	**Plan for the Conflict** • The team decided to get more information about the conflict for each team member and everyone should give at least 3 times for the team meetings for the remaining weeks. • One suggestion was about communicating by using google doc if we have some conflicts in the next weeks. • Another suggestion was about using an App that could help us to keep in touch with everything, such as GroupMe.	Internet Café
5:00 pm to 5:20 pm	**Make Plans for the Next Meeting** • Our next meetings should be after we get some feedback from our Client, so we could use his feedback toward making our design more professional. • Also by the next meetings, the team should be able to figure out about the material that we are going to use for the design, since the carbon fiber isn`t an option for us.	Internet Café

Next formal meeting: 06/13/2017, Internet Café, From 4:00pm to 5:00pm

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