

MEETING MINUTES

Topic: Project Discussion

Tuesday 7/04/2017

3:00 pm – 5:00 pm

Minutes recorded by Abdullah Alazemi

Meeting called by Abdullah Alazemi

Attendees: Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Abdullah Alazemi and Barjas Aldooseri

Please bring: Laptop, Notes, ideas, etc

Table 1. Record of meeting.

3:00 pm to 4:00 pm	Beginning of the Meeting. <ul style="list-style-type: none">- The team started the meeting with reviewing some past information about previous meeting.- The team is reviewing the scheme of this meeting and how things will go.	Internet Café
4:00 pm to 4:30 pm	Discuss about Presentation. <ul style="list-style-type: none">• The presentation has been shared by google doc, for the team, to preview it and edit it.• The tasks of the presentation were distributed between each one of the team.• Each team member expresses his own idea about how things will be structured for the presentation• The team started to edit the slides and get some feedback from each other, and decided to get practice by the next available date for everyone in the team.	Internet Café
4:30 pm to 5:00 pm	Make Plans for the Next Meeting <ul style="list-style-type: none">• The next meeting, is going to be in the weekend to make sure everything is clear to each team member.• The availability of the next meeting would be determined by our project manager, and he will inform us as soon as possible.	Internet Café

Next formal meeting: 7/07-09/2017, at Internet Café.