

MEETING MINUTES

Topic: Project Requirements

Sunday, September 16, 2018

7:00 pm – 9:00pm

Minutes recorded by _____ Saleh Alnasim _____

Meeting called by _____ Salman Alostaz _____

Attendees: ___ Salman Alostaz, Saleh Alnasim, Abdullah Alroumi and Mohammad Almutairi

Please bring: _____ Laptops _____

Table 1. Record of meeting.

7:00 pm to 8:00 pm	Discussion of Project Description <ul style="list-style-type: none">• Discussion led by Salman Alostaz• The team discussed his research part that was given by Dr.Trevas.• Getting feedbacks from team members.	Room 112
8:00 pm to 8:30 pm	Discussion of Team conflict resolution process <ul style="list-style-type: none">• Discussion led by Salman Alostaz• Collecting thoughts and gathering them to design an initial project idea.	Room 112
8:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Prepare for presentation 1	Room 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Customer needs and engineering requirements	Team	9/25/13	

Next formal meeting: 9/23/18, room 112,Engineering Building, at 7:00pm.

