

MEETING MINUTES

Topic: Project Requirements

Sunday, September 09, 2018

7:00 pm – 8:30pm

Minutes recorded by _____Saleh Alnasim_____

Meeting called by _____Salman Alostaz_____

Attendees: _____Salman Alostaz, Saleh Alnasim, Abdullah Alroumi and Mohammad Almutairi_____

Please bring: _____Laptops and notebooks_____

Table 1. Record of meeting.

7:00 pm to 7:30 pm	Discussion of Project Description <ul style="list-style-type: none">• Discussion led by Salman Alostaz• The team divided the roles and responsibility for each member by looking at each one's skills.• Each team member signed the team charter.	Room 112
7:30 pm to 8:00 pm	Discussion of Team conflict resolution process <ul style="list-style-type: none">• Discussion about team goals, purpose and general rules.• Each team member is sharing his idea and opinion of how to start the project.• Discussion about ideas that were shared.	Room 112
8:00 pm to end	Plan for next meeting <ul style="list-style-type: none">• Brainstorm ideas for the project• Set an appointment with the client.	Room 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Team charter	Team	9/14/18	09/12/18

Next formal meeting: 9/16/18, room 112,Engineering Building, at 7:00pm.