

# MEETING MINUTES

## Topic: Project Requirements

Sunday, September 23, 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.

<b>7:00 pm to 7:30pm</b>	<b>Discussion of presentation</b> <ul style="list-style-type: none"><li>• Discussion led by Salman Alostaz</li><li>• The team discussed the upcoming presentation and what will we do to prepare for it.</li><li>• We divided the presentation into 4 parts(as given in the rubric) and each person got a part</li></ul>	Room 112
<b>7:30 pm to 8:30 pm</b>	<b>Discussion of Team conflict resolution process</b> <ul style="list-style-type: none"><li>• Salman is doing the project description part, saleh got the background and benchmarking part, Abdullah got the CN and ER part, and Mohammed got budget.</li><li>• Each team member worked on their presentation part individually.</li><li>• After that we got together as a group and gave each other feedback about our slides</li></ul>	Room 112
<b>8:30 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Practice and Prepare for presentation 1 on Tuesday.</li><li>• Talk about feedback we got on presentation day, in next meeting</li><li>• Work on the website</li></ul>	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation	Team	9/25/13	

Website	Abdullah	Oct 3,2018	
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**Next formal meeting: 10/7/18, room 112,Engineering Building, at 7:00pm.**