

# MEETING MINUTES

## Topic: Project Requirements

Thursday, October 25, 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 :

Table 1. Record of meeting.

<b>7:00 pm to 7:15 pm</b>	<ul style="list-style-type: none"><li>We talked about the report that is due the next day</li><li>Each person had his part ready and done</li></ul>	Room 112
<b>7:15 pm to 8:00 pm</b>	<ul style="list-style-type: none"><li>Each person got a chance to read all the parts and to give his comments and suggestions</li><li>We worked on the improvement of the report</li><li>We put it all together and did the format correctly</li></ul>	Room 112
<b>8:00 pm to end</b>	<ul style="list-style-type: none"><li>We put together the preliminary report and gave it to saleh to submit it before the due date.</li></ul>	Room 112

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Individual design report	Team	11/09/18	11/09/18

**Next formal meeting: 11/01/18, room 112, Engineering Building, at 7:00pm.**