

# MEETING MINUTES

## Topic: Project Requirements

Thursday, October 18, 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 were prepared to start working on the presentation that is due on Tuesday</li><li>We divided the four section between us, as we are four people</li></ul>	Room 112
<b>7:15 pm to 8:00 pm</b>	<ul style="list-style-type: none"><li>Each person started working on his part of the presentation.</li><li>Salman got the project description part</li><li>Saleh got the concept generation part</li><li>Abdullah got the concept selection part</li><li>Mohammed got the budget part</li></ul>	Room 112
<b>8:00 pm to end</b>	<ul style="list-style-type: none"><li>We posted the presentation on google drive so that everybody can access it to practice and improve on the presentation</li></ul>	Room 112

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Presentation	Team	10/16/18	10/16/18
Preliminary report	Team	10/16/18	10/16/18

**Next formal meeting: 10/25/18, room 112, Engineering Building, at 7:00pm.**

