

MEETING MINUTES

Topic: Project Requirements

Sunday, October 14, 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.

7:00 pm to 7:15 pm	<ul style="list-style-type: none">Started thinking of concept and ideasWe all started made ideas and concepts	Room 112
7:15 pm to 8:00 pm	<ul style="list-style-type: none">We all are making ideas and conceptsSaleh and Abdullah started making some on solid work	Room 112
8:00 pm to end	<ul style="list-style-type: none">Talked about the different ideas and how to choosePlanned for next meeting so we could work on the presentation.	Room 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Concept generation	Team	10/16/18	10/16/18
Presentation 2	Team	10/16/18	10/16/18

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

