

# MEETING MINUTES

## Topic: Project Requirements

Sunday, November 25, 2018

7:00 pm – end

Minutes recorded by : Saleh Alnasim

Meeting called by : Staff meeting

Attendees : Salman Alostaz, Saleh Alnasim, Abdullah Alroumi and Mohammad Almutairi

Please bring :

Table 1. Record of meeting.

<b>7:00pm to 7:50 pm</b>	<ul style="list-style-type: none"><li>We got together to finish the presentation that was due in two days, tuesday, and make sure everything was good in it.</li><li>We made sure that every person knows and is clear on what part is his</li></ul>	Engineering, RM112
<b>7:50 pm to end</b>	<ul style="list-style-type: none"><li>We practiced the presentation till the end of the meeting and asked each other or help and tips</li></ul>	Engineering, RM112

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: 11/29/18, Client meeting, Engineering Building, at 12:45pm.**