

# MEETING MINUTES

## Topic: Analytical Analyses I Team Memo

Friday, October 12, 2018

3:00 pm – 4:30 pm

Minutes recorded by Ali Abdullah

Meeting called by Abdulwahab Zaidan

Attendees: Abdulwahab Zaidan, Ali Abdullah, Omar Alajmi, Salman Malallah.

Table 1. Record of meeting.

<b>3:00 pm</b>	<b>Introductory</b> <ul style="list-style-type: none"><li>Suggest four different parts for the team members to do the analytical analyses report</li></ul>	Engineering Downstairs Computer Labs
<b>3:15 pm</b>	<b>Analytical Analyses I Team Memo</b> <ul style="list-style-type: none"><li>Every team member chose a part and start writing a memo for it</li></ul>	Engineering Downstairs Computer Labs
<b>To end (4:30 pm)</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>Discuss what the team should do more for presentation 2</li></ul>	Engineering Downstairs Computer Labs

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Date Complete</b>
Turn in minutes	Ali Abdullah	10/12/18
Analytical Analyses I Team Memo	All Members	10/12/18

**Next formal meeting: 10/14/18, Downstairs, Engineering Building, Computer Labs at 7:00 pm.**