

MEETING MINUTES

Topic: Presentation 2

Sunday, October 14, 2018

7:00 pm – 9:15 pm

Minutes recorded by Ali Abdullah

Meeting called by Omar Alajmi

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

Table 1. Record of meeting.

7:00 pm	Introductory <ul style="list-style-type: none">• Breaking down each topic• Assign each topic every team member	Engineering Building Room 235
7:30 pm	Presentation 2 <ul style="list-style-type: none">• Every team member start working on their topics• Practice doing the presentation several times	Engineering Building Room 235
To end (9:15pm)	Plan for next meeting <ul style="list-style-type: none">• Start writing the first draft report	Engineering Building Room 235

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	10/14/18
Presentation 2	All Members	10/15/18

Next formal meeting: 10/19/18, Downstairs, Engineering Building, Computer Labs at 7:00 pm.