

MEETING MINUTES

Topic: Website Check 2

Wednesday, October 31, 2018

6:00 pm – 7:15 pm

Minutes recorded by Ali Abdullah

Meeting called by Salman Malallah

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

Table 1. Record of meeting.

6:00 pm	Introductory <ul style="list-style-type: none">• Sending Pictures of each team member	Engineering Building Computer Labs
6:30 pm	Website Check 2 <ul style="list-style-type: none">• Uploading the pictures of the team members and the meeting minutes• Adding the sketches and preliminary report	Engineering Building Computer Labs
To end (7:15pm)	Plan for next meeting <ul style="list-style-type: none">• Start working on the analytical analyses	Engineering Building Computer Labs

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	10/31/18
Website Check 2	All Members	11/02/18

Next formal meeting: 11/07/18, Downstairs, Engineering Building, Computer Labs at 4:00 pm.