

# MEETING MINUTES

## Topic: Final Proposal Report

Wednesday, November 21, 2018

5:00 pm – 11:00 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>5:00 pm</b>	<b>Introductory</b> <ul style="list-style-type: none"><li>Each team member is assigned to a whole section</li></ul>	Engineering Building Computer Labs
<b>5:30 pm</b>	<b>Final Proposal Report</b> <ul style="list-style-type: none"><li>Each team member start working on his section and modify the report based on the comments</li><li>Initiating the 6 section (the proposed design)</li></ul>	Engineering Building Computer Labs
<b>To end (11:00pm)</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>Start on figuring how to build the prototype</li></ul>	Engineering Building Computer Labs

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Date Complete</b>
Turn in minutes	Ali Abdullah	11/22/18
Final Proposal Report	All Members	11/25/18

**Next formal meeting: 11/28/18, Downstairs, Engineering Building, Computer Labs at 8:00 pm.**