

# MEETING MINUTES

## Topic: Analytical Analysis

Wednesday, November 7, 2018

4:00 pm – 6:00 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>4:00 pm</b>	<b>Introductory</b> <ul style="list-style-type: none"><li>• Checking everyone knows his part to start</li></ul>	Engineering Building Computer Labs
<b>4:10 pm</b>	<b>Analytical Analysis</b> <ul style="list-style-type: none"><li>• Every member start his analysis</li><li>• Start discussion on the prototype</li></ul>	Engineering Building Computer Labs
<b>To end (6:00pm)</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Start working on presentation 3</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	11/07/18
Analytical Analysis	All Members	11/09/18

**Next formal meeting: 11/14/18, Downstairs, Engineering Building, Computer Labs at 4:00 pm.**