

MEETING MINUTES

Topic: Engineering requirements and customer needs

Monday September 10, 2018

6:00 pm – 7:30 pm

Minutes recorded by Ali Abdullah

Meeting called by Ali Abdullah

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

Table 1. Record of meeting.

6:00 pm	Introductory <ul style="list-style-type: none">• Breaking down the customer needs assignment• Assign each section to team members	Engineering Downstairs 108
6:30 pm	Engineering requirements and customer needs <ul style="list-style-type: none">• Filling out the customer needs• Creating engineering requirements from the customer needs	Engineering Downstairs 108
To end (7:30pm)	Plan for next meeting <ul style="list-style-type: none">• Discuss the progress of the assignment and starting the benchmarking and background	Engineering Downstairs 108

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	09/10/18
Engineering requirements and customer needs	All Members	09/10/18

Next formal meeting: 09/12/18, Downstairs Computer Lab, Engineering Building, at 5:00 pm.