

MEETING MINUTES

Topic: Presentation 1

Saturday September 15, 2018

6:00 pm – 8:30 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">• Breaking down the presentation sections• Assign each section to a team member	Engineering Downstairs 112
6:30 pm	Presentation 1 <ul style="list-style-type: none">• Doing a brief background and benchmarking• Creating Engineering requirements from customer needs and creating Gantt Chart	Engineering Downstairs 112
To end (8:30pm)	Plan for next meeting <ul style="list-style-type: none">• Discuss how to approach next assignments and report.	Engineering Downstairs 112

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	09/16/18
Presentation 1	All Members	09/16/18

Next formal meeting: 09/22/18, Downstairs, Engineering Building, Computer Labs downstairs.