MEETING MINUTES

Topic: Website check 1

Saturday September 22, 2018
5:00 pm – 7:00 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.

5:00 pm	**Introductory** • Manager break down the assignment and explain the responsibilities to each member	Engineering Downstairs Lab
5:30 pm	**Website check 1** • Start watching videos about how to create a website • Initiating the website and saving the contents for the next meeting	Engineering Downstairs Lab
To end (7:00pm)	**Plan for next meeting** • Discuss how to finish the website	Engineering Downstairs Lab

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	09/22/18
Website check 1	All Members	09/27/18

Next formal meeting: 09/27/18, Downstairs, Engineering Building, Computer Lab
6:00 pm