

MEETING MINUTES

Topic: Project Team charter

Saturday September 08, 2018

6:00 pm – 9:00 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 project team charter• Assign each section to a team member	Engineering Downstairs 112
6:30 pm	Project team charter <ul style="list-style-type: none">• Dividing the positions to each team member• Filling each section of the assignment	Engineering Downstairs 112
To end (9:00pm)	Plan for next meeting <ul style="list-style-type: none">• Discuss how to approach customer needs and engineering requirements.	Engineering Downstairs 112

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	09/08/18
Project team charter	All Members	09/08/18

Next formal meeting: 09/10/18, Downstairs, Engineering Building, Room 108 after class.