

MEETING MINUTES

Topic:

Friday, Aug 31, 2018

6:00 am – 7:30 pm

Minutes recorded by Abdullah Almutairi

Meeting called by Abdullah Almutairi

Attendees: Naser Ahmad Yousef Ahmad
Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Naser Ahmad

Table 1. Record of meeting.

6:00 am to 6:30 am	<ul style="list-style-type: none">• Dividing the work between team members• Bring a new ideas• Sharing information about the compering between each step	Engineering building
6:30 am to 7:00 pm	<ul style="list-style-type: none">• Update the website• Creat a ner logo for our project	Engineering building
7:00 pm to 7:30pm	<ul style="list-style-type: none">• Abdullah and Mohammed were planning to meet with the client about mixing their parts together	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Planning to meet with the client Work on building the new ideas.	Every team member	09/7/18 09/5/18	09/6/2018

Next formal meeting: 09/21/18, Engineering Building, at 11:30am – 12:20pm