

MEETING MINUTES

Topic:

Thursday, July 19, 2018

6 pm – 8:30 pm

Minutes recorded by Hamad Almarri

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

6 pm to 8 pm	Work on website check: <ul style="list-style-type: none">All group members work on website check and we make sure we followed the process to do it on the right way.	Engineering Building
8 pm to 8:30 pm	Share ideas about prototype <ul style="list-style-type: none">We discussed the prototype and how each member going to work on it.We helped each other on ideas and make sure each person got his part.	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on the website	Every team member	07/25/18	07/24/2018

Next formal meeting: 07/24/18, Engineering Building, at 8:30am – 10am