

MEETING MINUTES

Topic:

Friday, September 14, 2018

11:30 am – 12:20 pm

Minutes recorded by Yousef Ahmad

Meeting called by Naser Ahmad

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

11:30 am to 11:50 am	Design <ul style="list-style-type: none">• Discuss the updated designs.• Test & discuss the new steps.	Engineering building
11:50 am to 12:10 pm	Website <ul style="list-style-type: none">• Update the website• Work on the pages and make sure all minutes are updated	Engineering building
12:10 pm to 12:20pm	Presentation - Individual <ul style="list-style-type: none">• Work on the slides.• Practice on what we will present & talk about in our presentation.• Work on individual analysis and get ahead of time.	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on building the new ideas. Work on individual analysis. Work on presentation slides.	Every team member	09/21/18 10/05/18 09/16/18	

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