

MEETING MINUTES

Topic: Project Requirements

Thursday, July,05, 2018

6:00 pm – 8:30pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Alweehan

Attendees: Kaled Aleweehan, Abdullah Almutairi, Waleed Almutairi, Omar Alotaibi and Abdullah Ben Gheyam

Please bring: Computers

Table 1. Record of meeting.

6:00 pm – 8:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team saw the rubric and what need to be done.• By followed with the rubric we made all the slides for presentation 2• We divided the slides for each team member.• Each one practiced his part to make sure each one is good for his part in the presentation.	Room 120
8 pm to end	Plan for next meeting <ul style="list-style-type: none">• Check our website.• Upload our work to the website such as team meeting minutes.• Fix the report by following with the comments.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 2	Team	07/11/18	07/11/18

Next formal meeting: 07/12/2018,Engineering Building, at 7:00pm