MEETING MINUTES

Topic: Project Requirements

Thursday, July,12, 2018
7:00 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.

7:00 pm – 8:00 pm	• Discussion led by Kaled Aleweehan. • We checked our website and uploaded our work on it. • We fixed our black box and functional model. • We talked about 2 more subsystem in out report.	Room 120
8 pm to end	**Plan for next meeting** • Check our website. • Finding stores to start purchasing our material.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website	Team	07/25/18	07/25/18

Next formal meeting: 07/19/2018,Engineering Building, at 6:00pm